



DATA TECH HOLDINGS LTD



INTRODUCTION TO THE COMPANY

Data Tech [Holdings Ltd \(DT\)](#) was formed from a demerger of the London operation of Data Techniques in 2019. The original company was formed in 1988 to provide specialist cabling services in the telecoms and data sectors. Whilst cabling services have remained a core competency, the business has evolved to provide turnkey solutions for the provision of networking, telecoms and signalling infrastructures nationwide.

Operating from Woolwich, London, we are able to provide our customers a wide range of engineering solutions, consultancy and auditing services associated with the Data, Rail and Telecommunications sectors.

Working in a wide variety of [locations](#), it is our proud boast that we are equipped and qualified to install cable in almost any environment, be it the road, the underground or within a data centre, office or factory.

In addition to these core works we provide services for the installation and commissioning of active hardware, exchange build activities and audit and maintenance of critical networks.

The company is ISO9001, ISO14001 and ISO45001 certified. Additionally, we hold approvals and accreditations for many of the world's most prestigious organisations.

The success of DT is directly attributable to our highly motivated and dedicated workforce, we recognise the importance of our staff to our business.

Contained within this document are our company guidelines and details of policies which may be found on the DT website (www.dcomms.co.uk).

We are pleased to welcome you to Data Tech Holdings Ltd and wish you every success in your career.



Bob Jacobs
Managing Director

TABLE OF CONTENTS

Introduction To The Company	2
Table Of Contents	3
Introduction To The Handbook	5
Code Of Conduct And Company Rules	5
Attendance and Timekeeping	5
Changes in Personal Details.....	5
Confidentiality.....	5
Data Protection Legislation	6
Environment	6
Expenses	6
Fitness for work.....	6
Flexibility	6
Health and Safety.....	6
Outside activities and other employment	7
Personal Searches and Personal Property.....	7
Property and Equipment	7
Smoking	7
Standards and Conduct	8
Third Parties	8
Work Clothing / Image wear / PPE	8
VDU Users	8
ABSENCE PROCEDURE AND RULES	9
General.....	9
Medical and Dental Appointments	9
Absence Due to Sickness	9
Access to Medical Reports	9
Statutory Rights to Time Off.....	10
Time off to Receive Antenatal care.....	10
Time off to Accompany a Pregnant Woman	10
Time off for Adoption Appointments.....	10
Time off for Public Duties	10
Time off in Redundancy Situations	11
Other Authorised Time Off	11
Jury Service	11
Reservists and Territorials	11
Bereavement Leave	11
Unpaid Authorised Absence	11
ALCOHOL AND DRUGS	12
General.....	12
Consumption of Alcohol on the Premises	12

Drug Misuse or Abuse on the Premises	12
Intoxication at Work.....	12
COMPUTERS, E-MAIL AND THE INTERNET	12
General Rules	12
Security	13
Use of Email.....	13
Inappropriate Use.....	13
Social Networking Websites	14
HOLIDAYS	14
Annual Holidays	14
Public Holidays.....	14
REDUNDANCY, SHORT TIME WORKING AND LAY OFF	15
SICK PAY.....	16
Statutory Sick Pay.....	16
Company Sick Pay.....	16
Training	16
Vehicles and driving	16
Appendix A - Statutory and Company Policies	17

INTRODUCTION TO THE HANDBOOK

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, trainees, homeworkers, part-time and fixed-term employees, casual and agency staff.

They do **not** form part of the terms of your contract with the Company, which **is** provided to you separately.

CODE OF CONDUCT AND COMPANY RULES

The Code of Conduct is set out below and covers the main standards of behaviour the Company requires from **all** its employees.

The Code includes the Company Rules, which employees need to follow, and examples of misconduct which the Company normally regards as gross misconduct. A breach of the Company Rules may result in disciplinary action. A single instance of gross misconduct may result in dismissal without notice.

The Company Rules, Procedures and the examples of gross misconduct detailed are not exhaustive. All employees are under a duty to comply with the standards of behaviour and performance required by the Company and to behave in a reasonable manner at all times.

ATTENDANCE AND TIMEKEEPING

Employees are required to comply with the rules relating to notification of absence as set out in the Company's Absence Procedure in this document and their contract of employment.

Employees are required to arrive at work promptly, ready to start work at their contracted starting times and remain at work until their contracted finishing times.

Employees must obtain management authorisation if for any reason they wish to arrive later or leave earlier than their agreed normal start and finish times.

The Company reserves the right not to pay employees in respect of working time lost because of poor timekeeping.

Persistent poor timekeeping may result in disciplinary action.

CHANGES IN PERSONAL DETAILS

Employees must notify the Company of any change in personal details, including changes to:

- Name
- Address
- Telephone number **and email address**
- Emergency contact

This will help the Company to maintain accurate personal details in compliance with Data Protection Legislation, and ensure it is able to contact the employee or another designated person in case of an emergency.

CONFIDENTIALITY

Employees are required to keep confidential, both during their employment and at any time after its termination, all information gained in the course of their employment about the Company's business and that of the Company's clients or customers, except as required by law or in the proper course of their duties.

DATA PROTECTION LEGISLATION

DT needs to collect and process personal data about its staff, contractors and other individuals that come into contact with the organisation.

The organisation is the registered data controller under the Legislation and has notified the Information Commissioner's Office (ICO) that personal information may be processed for specific purposes, listed in the organisation's registration under the Public Register of Data Controllers on the ICO website.

The register provides details of the purposes for which personal information may be used; types of data subjects about whom personal information may be held or processed; types of personal information that may be processed; bodies to whom the organisation may disclose information; and information about transfers of personal information.

DT has in place various procedures relating to Data Protection which shall be referred to and complied with as appropriate. DT endeavours to ensure that personal data is collected, **stored** and used responsibly.

Data Protection training, (as necessary) is provided to employees and contractors **by** various methods including inductions, online courses, presentations and general awareness of policies and procedures.

ENVIRONMENT

Employees are required to use the Company's equipment, materials and services wisely in order to try to reduce wastage and the subsequent impact on the environment.

Examples include ensuring that windows are closed, avoiding the use of unnecessary lighting or heating, leaving taps running, switching off equipment when it is not in use and handling materials with care.

This list is not exhaustive.

EXPENSES

The Company will, with prior agreement of an authorised member of management, reimburse employees in respect of any expenses wholly, necessarily and proportionately incurred in the course of their work against the relevant receipts.

The Company reserves the right to refuse to pay an expense claim where the expenditure is unreasonable, disproportionate or unnecessary.

FITNESS FOR WORK

It is important for your health and safety and that of your workmates that you are physically fit and capable for your assigned tasks.

If you are not fit for work there is an increased risk of accident, injury or of worsening an existing condition.

Certain medications, both prescription and over the counter, can have side effects such as drowsiness, loss of balance or impairment of reactions – always read and act upon the information provided with the medication.

Tell your Line Manager or supervisor if you have an injury, illness or condition that may affect your work along with any medication you are taking.

FLEXIBILITY

In accordance with the needs of the business, employees may be required from time to time to:

- work additional or changed hours, sometimes at short notice;
- undertake duties outside their normal job remit;
- work at locations other than their normal place of work.

HEALTH AND SAFETY

Employees are required to gain an understanding of the Company's health and safety procedures, observe them, and ensure that safety equipment and clothing are always used.

Employees will be given a copy of the Health and Safety Handbook (HSP010) during induction.

OUTSIDE ACTIVITIES AND OTHER EMPLOYMENT

Employees are not permitted to engage in any activity outside their employment with the Company which could reasonably be interpreted as competing with the Company, or assisting a competitor of the company.

Employees are required to seek permission from management before taking on any other employment while employed by the Company.

If an employee is engaged in any other activity outside of their employment, they must at all times ensure that they have had sufficient rest and recuperation prior to attending work on behalf of DT.

This is particularly relevant when employed on safety critical works or on Railway Projects, where these minimum rest periods are prescribed in the relevant rule books.

PERSONAL SEARCHES AND PERSONAL PROPERTY

The Company reserves the right to undertake searches of employees within its or clients premises. This is to protect both the Company and its staff from illegal activities such as theft of the Company's property or property belonging to another and the possession or supply of illegal substances.

The Company may reasonably request to search employees' clothing, personal baggage or vehicles - an authorised member of management in the presence of a witness must conduct any such search.

Employees are advised that a search on an employee does not indicate that he/she is under any suspicion of wrongdoing and searches will be carried out at random. However, the Company also reserves the right to stop and search an employee when it reasonably suspects that he/she has committed an illegal act.

If the Company believes that there is evidence that an employee has committed an illegal act, this will be reported to the police.

Should an employee unreasonably refuse such a request, the Company will undertake an investigation which may lead to disciplinary action in line with the Company's disciplinary policy, resulting in dismissal for gross misconduct where appropriate.

Employees are solely responsible for the safety of their personal possessions on Company premises and in Company vehicles and should ensure that they are kept in a safe place at all times.

Should an employee find items of personal property on the premises he or she is required to inform management immediately.

PROPERTY AND EQUIPMENT

Except for use on authorised Company or client business, employees are not permitted to make use of the Company's or its clients' telephone, fax, postal or other services.

Employees must not remove Company or site property or equipment from Company or site premises or Company vehicles unless for use on authorised Company business or with the permission of management.

Where an employee damages property, equipment or vehicles belonging to the Company, either through misuse or carelessness, the Company reserves the right to make a deduction from the employee's pay in respect of the damaged property.

On termination of their employment employees must return all Company property and equipment, such as keys, laptops, mobile telephones, vehicles, documents, [tooling](#) or any other items belonging to the Company.

SMOKING

In order to provide a working environment which is pleasant and healthy, smoking is not permitted anywhere within Company buildings or Company vehicles. The ban applies to anything that can be smoked and includes, but is not limited to, cigarettes, electronic cigarettes, [vapes](#), pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes.

Breaches of this policy by any employee will be dealt with under the Company's Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

Smoking in smoke-free premises or vehicles is also a criminal offence and may result in a fixed penalty fine and/or prosecution.

STANDARDS AND CONDUCT

Employees are required to:

- Maintain satisfactory standards of performance at work.
- Comply with all reasonable management instructions.
- Co-operate fully with their colleagues and with management.
- Ensure the maintenance of acceptable standards of politeness.
- Take all necessary steps to safeguard the Company's public image and preserve positive relationships with its customers, clients or members of the public.
- Comply with the Company's operating policies and procedures.

Employees are required to ensure that they behave in a way that does not constitute unlawful discrimination, harassment or bullying.

Any queries received from the media must be referred immediately to management. Employees must not attempt to deal with queries themselves.

THIRD PARTIES

Employment with the Company may, in some circumstances, be conditional on the approval of third parties at whose premises he or she either works at or visits.

If the third party withdraws permission for that employee to be on its site, the Company will consider all alternative arrangements which can be made in order to maintain the employee's continued employment by the Company.

If, however, in the sole opinion of the Company, no alternative arrangements can be made, the Company reserves the right to terminate the employee's employment.

WORK CLOTHING / IMAGE WEAR / PPE

Where work clothing, uniform or PPE are provided by the Company or required on site, it must be worn, [as directed](#) at all times during working hours, unless otherwise instructed.

Employees are responsible for ensuring that all items of work clothing, uniform or PPE are kept clean and maintained in reasonable condition at all times and returned to the Company on termination of their employment.

Where an employee provides their own clothing for use at work, these should be suitable for the works to be undertaken and be maintained to a suitable level of cleanliness and repair so as to safeguard the Company's image.

Footwear chosen, unless specified for site and works, should be safety conscious considering the environment working in and nature of work undertaken. Typically, open toed footwear is not acceptable.

VDU USERS

Employees who are regular VDU users are entitled to an eye test every 2 years for which the Company will reimburse the cost to a maximum of £25.

In the event that an employee is identified as requiring glasses for VDU use only the Company will contribute up to £50 towards the cost of spectacles every two years.

Please note that contact lenses are not covered.

ABSENCE PROCEDURE AND RULES

GENERAL

Employees must ensure that any time off (other than in the case of sickness) is authorised in advance by their line manager.

MEDICAL AND DENTAL APPOINTMENTS

Employees are requested to arrange any medical or dental appointments outside working hours. Where this is not possible, employees must obtain permission from management before taking any time off and appointments should be arranged for first thing in the morning or last thing at night to minimise any disruptions to the Company.

ABSENCE DUE TO SICKNESS

Employees are required to notify the Company as soon as possible of their sickness absence and the reasons for it.

[They should do this personally at the earliest opportunity, to their line manager or a Director and by no later than half an hour after their normal or instructed start time, on the first day of the absence.](#)

Notification should be by telephone as far as reasonably possible. Text and email are not normally accepted methods, however if circumstances dictate these methods they should be followed up by a telephone call as soon as possible.

Shift workers should notify their Site Manager in the office or designated site person in charge as soon as possible on the first day or before the shift starts, and each subsequent day/shift when they are unable to work, or until notified otherwise.

It is essential that employees keep the Company updated on the circumstances of the absence and estimated duration. Typically, this would be on a daily basis or towards the end of a certified period of absence.

Where the absence lasts for seven calendar days or fewer, the employee must complete a Self-Certification Form (DTQSQSFHR0003) immediately upon return to work.

Where an employee's absence lasts more than seven calendar days a Fit for Work form completed by a medical practitioner must be forwarded to management to cover the absence. On their return to work the employee may have an interview with their Line Manager and if needed, the Health and Safety Representative where a person's safety may be a factor.

You may be requested to submit to a medical examination during or after any absence from work due to sickness or injury.

ACCESS TO MEDICAL REPORTS

[On occasion](#), it may be necessary for the Company to obtain a medical report from an employee's doctor in order to gather further information about the employee's medical condition and/or prognosis, and its probable effect on the employee's future attendance at work or the ability to do his or her job.

Employees have certain rights under the Access to Medical Reports Act 1988. Should the Company find it necessary to obtain a medical report concerning an employee's fitness for work or any other relevant matter the employee will be asked for his or her written consent.

At the time of the request for consent the employee will be advised of his or her rights under the Act.

STATUTORY RIGHTS TO TIME OFF

Employees have the right to request time off work in the following circumstances:

TIME OFF TO RECEIVE ANTENATAL CARE

Pregnant employees are entitled to take reasonable time off with pay during working hours to receive antenatal care.

The Company may require an employee who wishes to take time off for this purpose to provide medical certification of her pregnancy and an appointment card, with the exception of the first appointment.

TIME OFF TO ACCOMPANY A PREGNANT WOMAN

An employee may take unpaid time off to accompany a pregnant woman to up to two antenatal appointments (per pregnancy) if he or she has a "qualifying relationship" with the woman or the child. This means that either:

- a. the employee is the baby's father;
- b. the employee is the pregnant woman's spouse, civil partner or cohabiting partner; or
- c. the employee is one of the intended parents in a surrogacy arrangement and expects to obtain a parental order in respect of the child.

TIME OFF FOR ADOPTION APPOINTMENTS

Employees are entitled to take reasonable time off to attend adoption appointments once an adoption agency has notified them that a child is to be placed with them for adoption but before the child is actually placed with them.

The amount of time off and whether the time off is paid or unpaid will depend upon the circumstances of the adoption:

- a. If the employee is adopting a child alone, he or she will be treated as the 'primary adopter' and is entitled to paid time off to attend up to five adoption appointments (per adoption);
- b. If the employee is adopting a child with a partner, it must be decided who will be the 'primary adopter' and who will be the 'secondary adopter.' The primary adopter is entitled to paid time off to attend up to five adoption appointments (per adoption). The secondary adopter is entitled to unpaid time off to attend up to two adoption appointments (per adoption).

This includes maternity, paternity, adoption, shared parental], parental leave and time off for dependants.

Further information and relevant policies can be obtained from the Human Resources department.

TIME OFF FOR PUBLIC DUTIES

An employee is entitled to ask for time off work for specified public duties, the permitted amount of time off is that which is reasonable in the circumstances. There is no statutory right to be paid for this time off.

The public positions for which there is a right to time off are as follows:

- Justice of the Peace;
- members of a local authority, e.g., local councillors;
- members of a statutory tribunal;
- members of a police authority;
- prison visitors;
- members of health bodies, e.g., NHS trusts, health authorities, etc;
- members of education bodies, e.g., managing or governing bodies of local authority educational establishments, grant maintained schools, etc;

TIME OFF IN REDUNDANCY SITUATIONS

Employees under notice of dismissal for redundancy and have at least two years' service on the date that notice expires, are entitled to a reasonable amount of paid time off to look for other work or to make arrangements for their retraining.

OTHER AUTHORISED TIME OFF

JURY SERVICE

Employees are entitled to time off work for jury service.

Employees should notify management immediately on receipt of the jury summons, giving full details. Depending on the demands of the business, the Company may ask the employee to apply to be excused from or defer his or her jury service.

Employees will not normally be paid for this time off, and are advised to claim the expenses to which they are entitled from the Court, this will normally include compensation for loss of earnings.

RESERVISTS AND TERRITORIALS

Employees are entitled to time off work for reservist and territorial duties.

The Company would usually receive details of posting directly from the individual's branch of Service. If the employee's absence would cause serious harm to the business (which could not be prevented by the grant of financial assistance), the Company may apply to an adjudication officer for the notice of posting to be deferred or revoked.

Employees will not normally be paid for this time off. Any period of absence due to military service will not break the employee's period of continuous employment.

If it is not reasonable and practicable to reinstate the employee into his or her former employment upon return from duties, the Company will offer the employee the most favourable alternative on the most favourable terms and conditions which are reasonable and practicable.

BEREAVEMENT LEAVE

In addition to an employee's right to take reasonable unpaid time off following the death of a dependant, the Company may, at its discretion, permit an employee to take leave (either paid or unpaid) following the death of an immediate or close relative.

UNPAID AUTHORISED ABSENCE

The Company may grant unpaid leave of absence at its discretion and on a case by case basis. All requests should be made well in advance to management. Employees are not permitted to take unpaid leave of absence without prior management permission except in cases of emergency.

ALCOHOL AND DRUGS

GENERAL

Employees are encouraged not to cover up for colleagues with a drink or drug problem but rather to recognise that collusion represents a false sense of loyalty and will in the longer term damage those colleagues.

Employees who recognise that they may have a drink or drug problem, or that they are at risk of developing one, are encouraged to come forward for help. They should speak in confidence with their line manager or Human Resources.

The full detailed Policy is held on the Company's website detailed in Appendix A.

CONSUMPTION OF ALCOHOL ON THE PREMISES

Employees are expressly forbidden from:

- Bringing or consuming alcohol on Company premises or work sites
- Reporting for work under the influence of drink or drugs
- Driving Company vehicles or operating Company equipment while under the influence of drink or drugs.

Any breach of this rule will be treated as gross misconduct and is likely to result in summary dismissal.

DRUG MISUSE OR ABUSE ON THE PREMISES

Employees who take, sell, buy or possess non-medicinal drugs during working hours or on Company premises or in Company vehicles will be committing an act of gross misconduct and are likely to be summarily dismissed.

INTOXICATION AT WORK

An employee who is under the influence of alcohol or non-medicinal drugs during working hours or on Company premises will be escorted from the premises immediately.

The Company will take disciplinary action when the employee has had time to sober up or recover from the effects of intoxication. Intoxication at work will normally be treated as gross misconduct and is likely to result in an employee's summary dismissal.

COMPUTERS, E-MAIL AND THE INTERNET

To maximise the benefits of our computer resources and minimise potential liability, employees are only permitted to use the Company's computer systems in accordance with the Company's Information Security, Data Protection and Monitoring Policies and Procedures in addition to the following guidelines.

GENERAL RULES

The Company's computer systems, software and their contents belong to the Company, and they are intended for business purposes. Employees are permitted to use the systems in performing their jobs.

Employees are permitted reasonable personal use of the Company's Internet or email facilities, subject to operational requirements (i.e. during breaks). The Company reserves the right to withdraw this facility at its discretion.

The Company has the right to monitor and access all aspects of its systems, including data which is stored on the Company's IT systems and access and usage information. This will be carried out in accordance with the Data Protection Legislation. Further information regarding monitoring can be found in the Monitoring Policy.

SECURITY

The Company requires employees to log on to the Company's computer systems using their own password (where provided) which must be kept secret. Employees should select a password that is not easily broken (e.g., not their surnames).

Employees are not permitted to use another employee's password to log on to the computer system, whether or not they have that employee's permission.

Should an employee log on to the computer using another employee's password, he or she may be liable to disciplinary action up to and including summary dismissal for gross misconduct.

Any employee who discloses his or her password to another employee may be liable to disciplinary action.

To safeguard the Company's computer systems from viruses, employees are not permitted to load or run unauthorised games, software, videos or music files, or to open documents or communications from unknown origins. Where the computer has Internet or electronic mail (e-mail) facilities installed, employees are not permitted to download or open files from the Internet.

The Company reserves the right to require employees to hand over all Company data held in computer useable format.

USE OF EMAIL

The Company's computer systems contain an e-mail facility which is intended to promote effective communication within the Company on matters relating to its business. The Company encourages employees to make direct contact with individuals rather than communicating via e-mail.

E-mails should be written in accordance with the standards of any other form of written communication, and the content and language used in the message must be consistent with best Company practice. Messages should be concise and directed to relevant individuals on a need to know basis.

E-mails may be the subject of legal action (for example, claims of defamation, breach of confidentiality or breach of contract) against both the employee who sent them or the Company.

Employees are further reminded that e-mail messages may be disclosed to any person mentioned in them, therefore care must be taken when writing about others.

INAPPROPRIATE USE

Misuse of the Company's computer systems may result in disciplinary action, up to and including summary dismissal.

Examples of misuse include, but are not limited to, the following:

- sending, receiving, downloading, displaying or disseminating material that insults, causes offence or harasses others;
- accessing pornographic, racist or other inappropriate or unlawful materials;
- engaging in online chat rooms or gambling;
- forwarding electronic chain letters or similar material;
- downloading or disseminating copyright materials;
- transmitting confidential information about the Company or its clients;
- downloading or playing computer games; and
- copying or downloading unauthorised software
- transmitting confidential information about the Company or its clients;
- transmitting personal information about individuals including employees, sub-contractors and suppliers without authorisation.

SOCIAL NETWORKING WEBSITES

Employees must take care when using social networking and similar websites that they do not post material that breaches Company or client confidentiality, is libellous or which could damage the business or reputation of the Company.

Employees must not express opinions on the Company's behalf via social media unless they are expressly authorised to do so by their line manager. Employees may be required to remove any social media content that the Company considers to constitute a breach of this policy. Failure to comply with such a request may in itself result in disciplinary action.

Breach of the computer, email and internet policy may result in disciplinary action up to and including dismissal.

HOLIDAYS

ANNUAL HOLIDAYS

The Company holiday year runs from 1st July to 30th June.

Employees' annual holiday entitlement in any holiday year is detailed in individual terms and conditions of employment.

Employees with less than 12 months' continuous service with the Company are not usually entitled to take annual holiday until it has accrued.

Employees are not normally permitted to carry over accrued annual holiday from one holiday year to the next unless they have been prevented from taking it in the relevant holiday year by a period of sickness absence or statutory maternity, paternity, adoption, parental or shared parental leave. In cases of sickness absence, carry-over is limited to four weeks' holiday per year less any leave taken during the holiday year that has just ended. Any such carried over holiday which is not taken within eighteen months of the end of the relevant holiday year will be lost.

All periods of annual holiday must be authorised in advance by management. Employees must not make firm annual holiday arrangements before receiving confirmation from management that their request has been authorised.

Employees are required to either submit a holiday request using the Simply Personnel system or by email or telephone call to their line manager or a Director as early as possible, normally giving a minimum of four weeks' notice.

Employees are not normally permitted to take more than two weeks' annual holiday at any one time.

Employees who take unauthorised annual holiday may be subject to disciplinary action.

Requests for annual holiday will normally be granted on a 'first come, first served' basis. Owing to the needs of the business, management reserves the right to limit the number of employees who may be permitted to take holiday at any one time.

The granting of all holiday requests will be subject to adequate cover being available and the overall needs of the Company.

The Company may require an employee to take holiday on particular dates.

The Company may require an employee to take all or part of any outstanding holiday entitlement during a period of notice to terminate employment.

PUBLIC HOLIDAYS

Public holidays are in addition to annual holiday entitlement.

Full time employees are entitled to eight public holidays each year, and will be advised of the relevant dates as early as possible.

The public holidays that are recognised are New Year's Day, Good Friday, Easter Monday, May Day, Spring Bank Holiday, August Bank Holiday, Christmas Day and Boxing Day.

Any additional official public holidays that are announced may be universally given as additional entitlement at the Company's discretion in accordance with the needs of the business.

Part time employees are entitled to public holidays pro rata. Where the Company closes on a public holiday and the employee has exhausted his or her pro rata public holiday entitlement, the employee will not be paid for this day. If the employee wishes to be paid for this day, he or she should take this time from his or her annual holiday entitlement, or arrange to work on an alternative day, at the sole discretion of the Company and in accordance with the needs of the business.

Employees may be required to work during recognised public holidays, depending on the needs of the business. Employees will be given as much notice as possible of such a requirement.

REDUNDANCY, SHORT TIME WORKING AND LAY OFF

It is the Company's intention to develop and expand its business and to provide security of employment for its employees. However, circumstances may arise when changes in the market, technology, organisational requirements, and similar developments, will lead to the need for reductions in employees.

Where a redundancy situation arises, the Company will give consideration to alternative options, which may include:

- imposing a restriction on recruitment;
- restricting the use of temporary and casual employees;
- reducing the amount of overtime working;
- implementing a period of temporary layoff or short time working where this is appropriate; or
- considering applications for voluntary redundancy or;
- reducing the number of shifts available.

Where, after consideration of these and any other alternatives, management considers that the need for redundancies still remains, consultation will normally take place.

In carrying out any redundancy exercise we will not discriminate directly or indirectly on grounds of gender, sexual orientation, marital or civil partner status, gender reassignment/fluidity, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.

Part-time employees and those working under fixed-term contracts will not be treated differently to permanent, full-time comparators.

Selection for redundancy will be based on criteria drawn up at the time and may include, but may not necessarily be limited to, some or all of the following:

- suitability for remaining work;
- experience/qualifications;
- conduct;
- attendance.

These criteria may be weighted differently depending on the circumstances, but will be assessed in an objective manner.

The above criteria are subject to the Company's requirement to retain specific knowledge, skills and a balanced workforce at all times.

The Company reserves the right to introduce short time working or a period of temporary layoff without pay (with the exception of any statutory entitlements) where this is necessary to avoid redundancies or where there is a shortage of work.

[Where selection for redundancy is confirmed, employees will be given notice of termination of employment in accordance with their contracts, with written confirmation of the payments that they will receive.](#)

SICK PAY

STATUTORY SICK PAY

Employees who are absent from work because of sickness will normally be entitled to receive Statutory Sick Pay (SSP) from the Company providing they meet the relevant criteria.

In order to qualify for SSP the employee must notify the Company on the first qualifying day, and submit a certificate of absence as soon as practicable. The Company reserves the right to withhold payment of SSP where an employee fails to follow the correct procedure.

Once the criteria have been met, SSP is not normally payable for the first three days of sickness absence, unless the employee has been absent and in receipt of SSP within the previous eight weeks. Thereafter the Company will normally pay SSP at the statutory rate in force for a maximum of 28 weeks.

Certain employees are excluded from the SSP scheme, e.g., employees who earn below the lower earnings limit for National Insurance purposes.

As the provisions relating to SSP are extremely complex, employees who have any questions should contact the Finance Department.

COMPANY SICK PAY

The Company also operates a Company Sick Pay Scheme. Any payments made under this Scheme shall include SSP payments where they fall due.

Entitlement to Company Sick Pay and the rules pertaining to it, will be detailed in individual Statements of Terms and Conditions of Employment.

Employees should claim any Social Security sickness benefits (such as incapacity or invalidity benefits) to which they may be entitled. Employees must notify the Company of all such payments, which the Company will deduct from the employee's Company Sick Pay.

TRAINING

The Company's employees play a crucial role in ensuring business success. Wherever possible, all necessary steps will be taken to ensure that employees are provided with the training they require to perform their duties effectively at all stages of employment within their capability.

The full training policy is held on the Company website detailed in Appendix A.

VEHICLES AND DRIVING

In order to be permitted to use a Company vehicle an employee must be over 25 (unless special dispensation has been arranged with our insurers) and hold a full and valid driving licence, which must be made available to the Company and recorded.

If an employee is charged or convicted of any driving offences, or has his or her driving licence endorsed, including fixed penalties, the employee must report this fact to management at the earliest opportunity.

[Those employees designated to drive company vehicles, both allocated or pool, are required to read sign and adhere to the Company Vehicle Policy \(HRP006\) which will be issued at the time of designation and adding to the authorised drivers list.](#)

[All authorised drivers will receive revisions of the Company Vehicle Policy as they are published.](#)

[Authorised drivers must complete both the required 20m eye test and applicable FORS modular training, followed by a driving assessment before use of company vehicle.](#)

Employees who are not allocated a Company vehicle but given permission to use one for short-term or specific business purposes, must read and sign the Company Vehicle Policy and complete the required FORS training and eye test before driving the vehicle.

APPENDIX A - STATUTORY AND COMPANY POLICIES

All Company Policies and Procedures are held on HSQE drive for internal users.

All staff and external interested parties: via company website

Should you not be able to access these or require a hard copy, please contact the HR Manager.

Below is a list of current HR and HSQE documents. – This list may be added to or the documents revised at any time.

Document Number	Title
BMP01	Quality Policy
BMP02	Environment and Sustainability Policy
BMP03	Business Continuity Policy
BMP04	Corporate Social Responsibility Policy
BMP05	Ethical Trading Policy
BMP06	Information Technology & Security Policy
HRP001	This document
HRP002	Training Policy
HRP003	Equal Opportunities Policy
HRP004	Family and Dependants Policy
HRP006	Company Vehicle Policy
HRP007	Fraud and Anti-Corruption Policy
HRP009	Data Protection Policy
HRP010	Drugs and Alcohol Procedure
HRP011	Monitoring Policy
HRS001	Recruitment and Selection Procedure
HRS002	Employment and Induction Procedure
HRS003	Disciplinary Procedure
HRS004	Grievance Procedure
HRS005	References Procedure
HRS006	Rail Fuel Expenses Procedure
HRS007	Working hours Procedure
HRS008	Employee Vetting Procedure
HRS009	Maternity Leave Procedure
HRS010	Paternity Leave Procedure
HRS011	Adoption Leave Procedure
HRS012	Family and Dependants Procedure
HRS013	Shared Parental Leave Procedure
HSP001	Health & Safety Policy
HSP004	Worksafe Policy
HSP005	Working Hours Policy
HSP011	Counter Terrorism Policy
HSP012	Collision Management Policy
HSP013	Driving at Work Policy
HSP014	Transport infringements Policy
HSP015	Fuel and Emissions Policy
HSP016	Routing Policy
HSP017	Passenger Safety Policy
HSP018	FORS Arrangements