



**ShipShape**

**Employment & Payroll Specialists**

**Employee Handbook**

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## INTRODUCTION

This handbook sets out the main policies and procedures that you will need to be aware of whilst working for the company. You should familiarise yourself with it and comply with it at all times.

Unless otherwise indicated the policies and procedures set out in this handbook apply to all temporary employees. They do not form part of your terms of employment with us.

# EQUAL OPPORTUNITIES POLICY STATEMENT

- We are an equal opportunities employer. We are committed to ensuring that all our staff, temporary employees and applicants for employment are protected from unlawful discrimination in employment.

## What is Discrimination?

- Direct discrimination occurs where someone is treated less favourably because of a Protected Characteristic (sex, age, race, religion or belief, disability, sexual orientation, marriage or civil partnership status or gender reassignment) in relation to his or her employment. Direct discrimination may even occur unintentionally.
- Indirect discrimination occurs where a provision, criterion or practice applied to everyone puts individuals with a particular Protected Characteristic at a disadvantage and this cannot be justified.
- Victimisation occurs where an individual is treated less favourably than colleagues because s/he has taken action to assert their statutory rights or assisted a colleague with information in that regard.
- Harassment occurs where an individual is subjected to unwanted conduct that has the purpose or effect of violating that person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for the individual.

This can include harassment which is **related to** a Protected Characteristic of the victim or another person (i.e. a colleague for instance).

This means that any comments or actions directed at a person which relate to another person still constitutes harassment and is therefore unlawful.

## Our Commitment

- All employees and job applicants will be treated equally, fairly and with respect.
- No employee or potential employee will receive less favourable treatment or will be discriminated against on the grounds of sex, race, colour, religion, religious or philosophical belief, nationality, ethnic or national origin, age, marital status, civil partnership, disability, sexual orientation, trade union membership or activity or on the basis of gender re-assignment.
- All employees have a personal responsibility for the application of this equal opportunity policy, which extends to the treatment of both fellow employees and customers.
- Any employee who believes s/he may have been unfairly discriminated against is encouraged to use our grievance procedure.
- Any employee who conducts himself or herself in a discriminatory manner (whether on the grounds of sex, race, colour, religion, religious or philosophical belief, nationality, age, ethnic origin, marital status, civil partnership, disability, sexual orientation or gender re-assignment) towards another employee, customer or member of the public may be guilty of gross misconduct and will be subject to disciplinary action (including dismissal).

## SICKNESS & INJURY

### **Notifying us of your Absence**

On the first day of sickness please contact your direct supervisor by telephone, at the earliest possible opportunity and in any event before 9am on each working day of absence (until a medical certificate has been provided to cover your absence), to notify us of your condition.

Notification is to be made personally, or if you are unable to do so, by a relative, neighbour or friend, to your direct supervisor.

Failure to fulfil your obligations in this respect may result in disciplinary action being taken against you. The Company also reserves the right to withhold sick pay for a failure to comply with your obligations here.

### **Evidence of Incapacity to Work**

In cases of illness of up to seven days (including Saturdays and Sundays) a self-certification absence form must be signed on return to work.

If your absence has been for longer than 7 days, or you know it will be, you must obtain a certificate from your doctor (a "Statement of Fitness for Work") stating that you are not "fit for work" and the reasons why. You should send your Statement of Fitness for Work to your direct supervisor.

Where sick absence continues for more than seven days, irrespective of whether they are working days, you must see your doctor and obtain a Statement of Fitness for Work and forward this to your direct supervisor immediately.

If your doctor gives you a certificate stating that you "may be fit for work" you should inform your direct supervisor immediately. They will discuss with you any additional measures that may be necessary to enable your return to work, taking account of your doctor's advice. This may take place at a return to work interview. If appropriate measures cannot be taken you will remain on sick leave and a date will be set to review the situation.

As absences can cause administrative and staffing problems, it is vital that you keep the Company informed of your progress and your likely return to work. You must therefore comply with all reasonable requests of the Company for information about your progress. You must also supply us with consecutive doctor's medical certificates to cover your absence.

You must contact your direct supervisor by 9am on every working day of absence where your absence is not covered by a medical certificate. Failure to do so will be treated as unauthorised absence and may also result in disciplinary action being taken against you. The Company may also withhold sick pay for any absence where you have not complied with your obligations here.

### **Statutory Sick Pay (SSP)**

If you are sick for four or more consecutive days, you will be paid Statutory Sick Pay (SSP) by us, provided you meet the criteria in the SSP Regulations, subject to your compliance with your obligations relating to notification.

SSP is treated like wages and is subject to Income Tax deductions and National Insurance contributions.

You are only entitled to SSP on qualifying days; these are days on which you would normally be available for work. The first three qualifying days of sickness are waiting days. SSP is not payable for these.

Where a second or subsequent period of illness or incapacity of more than three days is linked to a previous period of illness or incapacity within 56 days, waiting days need not be repeated.

In addition although we have no contractual sickness or injury payment scheme, additional payments may be made at the discretion of the Company.

### **Returning to Work after Absence**

On your return to work after any period of sickness, you may also be required to attend a "Return to Work Interview" with the Company.

Failure to abide by the requirements may lead to disciplinary action being taken.

If we consider it necessary, arrangements will be made for you to be medically examined, at our expense and you consent to such an examination.

We reserve the right to choose the medical practitioner to carry out the examination and no medical report provided by you on your condition will remove the right of the Company to appoint its own practitioner to carry out an examination.

After six instances of sickness in any twelve-month period, an interview may be conducted with your direct supervisor and Wayne McDonnell (Director) to ascertain the scope and extent of the illness and your capacity to continue employment.

A serious view is taken of non-genuine sickness leave. Where this occurs it will result in disciplinary action being taken.

### **Absence through continued Sickness**

If you are absent from work on a regular or prolonged basis, the Company may have to consider terminating your employment on the grounds of incapacity.

The Company reserves the right to make a decision to dismiss before sick pay entitlement has been exhausted.

## HEALTH AND SAFETY

You must familiarise yourself fully, and comply at all times, with the Company's and your work place's Health and Safety Policy. Failure to do so will be treated as misconduct and possibly gross misconduct.

Where you are provided with safety devices and personal protective equipment or clothing, you must ensure that you use these and that you do so carefully.

Failure to do so may result in disciplinary action being taken against you.

You must follow the Company's and your work place's procedures relating to work accidents (set out below) and you are at all times responsible for the health and safety of others as well as yourself.

If you notice any unsafe or potentially unsafe working conditions, equipment or practices, you should report them to your manager. If no action is taken, you should use the Company's grievance procedure.

You should advise your manager of any ways in which you feel the Company's Health and Safety practices and procedures could be improved.

You must make sure that you carefully follow, and adhere to, any training on aspects of Health and Safety that you receive.

### **Work Accidents**

If you have an accident at work, you must report it to your manager at once and you must also record the incident in the relevant accident report book(s).

### **Fire Procedures**

If you discover a fire, you must:

- (i) Immediately operate the nearest alarm call point;
- (ii) Attack the fire, if possible and safe to do so, with appliances provided;
- (iii) Check that the Fire Brigade has been called. If not, call them yourself if possible and safe to do so.

All passageways should be kept clear at all times and doorways and fire safety appliances should not be obstructed. Disciplinary action will be taken against anybody failing to comply with this rule.



# **SMOKE-FREE WORKPLACE POLICY**

## **Introduction**

Passive smoking, breathing other people's tobacco smoke, has been medically proven to cause lung cancer and heart disease in non-smokers, as well as a variety of other illnesses and conditions, such as asthma and migraine attacks.

Smoking is now banned in enclosed public places including Workplaces across the whole of the UK

The ban includes tobacco, cigarettes, pipes, cigars and herbal tobacco products which are prohibited from the moment of lighting, even if the substance is not actively being inhaled by someone.

All UK public areas and workplaces used by more than one person (e.g. offices, shops, pubs, restaurants, factories and membership clubs) are smoke-free if they have a ceiling or roof and meet the 50% enclosed rule.

## **Work Areas**

Smoking is not permitted in any work area. This applies to all offices and work areas.

## **Visit to External Organisations or Private Individuals**

All employees when visiting the premises of external organisations or private individuals must respect any smoking restrictions in force at these premises.

## **Vehicles**

Smoking is not permitted in any vehicle owned, hired or leased and then provided by the Company or manager of your work site.

## **Enforcement of the Policy**

All employees are responsible for complying with the policy when they are at work.

If an employee fails to comply with the terms of the policy, they may be subject to the Company's Disciplinary Procedure.

Failure to comply with the policy may amount to an act of gross misconduct as well as attracting criminal liability under the Acts.

## **Drugs and Alcohol**

The consumption of alcohol and the possession, use or distribution of drugs for non-medical purposes is strictly forbidden at all work sites and on the Company's premises. Contravention of this rule will be classed as gross misconduct.

The Company reserves the right to require you to undergo testing or medical examination where it suspects that there has been a breach of this policy.

The Company also reserves the right to require you to undergo testing or a medical examination to determine whether a controlled drug has been taken or to determine whether you have an alcohol abuse problem and to determine the cause of the problem.

Refusal to undergo tests or examinations of this nature will be treated in accordance with the Disciplinary Procedure and may be classed as gross misconduct.

If any test or medical examination reveals a positive result for a controlled drug or where you admit that there is a problem, the Company reserves the right to suspend you to allow the Company to decide whether to deal with the matter under the Disciplinary Procedure or whether to require you to undergo treatment and rehabilitation.

If you are offered treatment or rehabilitation, the Company will determine, in consultation with its medical adviser, an appropriate time period during which you will be required to undergo medical treatment.

The Company will determine your fitness to return and, if it does not consider that you are fit to return, the Company will require you to take unpaid leave.

The Company reserves the right to withdraw support and will proceed to deal with your actions under the Disciplinary Procedure if you disobey an order given by the Company to you relating to your rehabilitation or if you suffer a relapse during or following treatment.

## **Mobile Phones and Driving**

The use of hand-held phones while driving, for making or receiving a call or performing any other interactive communication function on Company business is strictly prohibited.

Failure to comply with this may result in disciplinary action being taken against you and may be classed as gross misconduct.

## WORKING STANDARDS

All unsatisfactory standards of work are investigated. You may be subject to disciplinary action if poor job performance is caused by your carelessness or neglect of duty.

All unsatisfactory output of work is investigated and may result in action to help you remedy any deficiency, or to enforce the Disciplinary Procedure if improved output is not maintained.

### **Behaviour at Work**

We must all behave with civility towards others.

Rudeness will not be tolerated towards other members of staff, customers or members of the public.

Objectionable or insulting behaviour, or bad language may render you liable to disciplinary action.

We must all use our best endeavours to promote the interest of the Company and its customers. During normal working hours you must devote the whole of your time, attention and ability to the business of the Company and its customers.

Involvement in activities, which could be construed as being in competition with us, is forbidden.

Confidential information regarding our Company or trade secrets must not be disclosed to anybody either during or after the termination of your employment.

All reasonable instructions from your superiors are to be carried out.

### **Time Keeping and Absence**

You must attend work punctually at the specified times. Lateness in attending work more than once a week, or on more than three times in a month may lead to disciplinary action and / or loss of appropriate payment.

Any absence must be notified in accordance with the procedures set down in this Handbook. If you fail to do this it may result in disciplinary action and /.

All absence from work, including leaving before the normal finishing time is treated as unauthorised and may result in disciplinary action unless you are given express permission to be absent.

## **E-MAIL, INTERNET & TELEPHONE POLICY**

### **E-MAIL POLICY**

The use of any site E-mail system for abusive, sexual, pornographic, racist or offensive E-mails is strictly FORBIDDEN. Anyone found to be using the Email system in this manner will be guilty of gross misconduct.

#### **Private Emails**

During your lunch break or other work breaks, you may send personal E-mails and read E-mails sent to you.

#### **Writing Emails**

You are expected to use professional, civil and, in so far as is possible, amicable language when E-mailing, either internally or externally.

It is quite unacceptable to use the E-mail system to send jokes or messages of a personal, abusive, pornographic, offensive, sexual and / or racist nature. What may appear funny to you may be regarded as offensive and / or distasteful or hurtful to others.

The sending of E-mail messages of a personal, abusive, pornographic, offensive, sexual and / or racist nature are strictly contrary to the Company's policy on E-mail and internet use and equal opportunities and will be treated as misconduct and possibly gross misconduct.

You are expected to show the same degree of care and propriety when sending E-mails internally as you do when sending them externally.

The sending of some communications may also be a criminal offence.

### **USE OF THE INTERNET AND YOUR PC**

An employee will be deemed to have committed Gross Misconduct if s/he uses unauthorised software, uses site internet facilities for non-business use, illegally copies software, gains unauthorised access to a computer or file on a computer, or commits any other breach of data security rules laid down by Statute or the Company.

This will include (but is not limited to) sending offensive or inappropriate E-mails or accessing, downloading, viewing or distributing offensive, unsuitable, obscene or pornographic web pages or materials from the Internet.

For the avoidance of doubt, the use of chat rooms, blogs and social networking sites to post confidential, offensive, derogatory or otherwise disparaging remarks about the Company or its employees, officers, agents, customers or suppliers shall be treated as gross misconduct under the Company's Disciplinary Procedure.

You must not load onto your PC any non-Company-approved software. By doing so, you expose the Company's computer systems to virus infection.

Employees should be in no doubt as to the gravity with which the Company views these rules, breach of which may be considered Gross Misconduct for which the penalty is summary dismissal.

The Company will notify the police where it has grounds to believe that a Criminal Act may have been or may be about to be committed.

## **SOCIAL MEDIA AND SOCIAL NETWORKING SITES**

The use of online social networking sites (e.g. Facebook, Twitter etc) has become a very significant part of life for many people. They provide a very positive way to keep in touch with friends and colleagues, and can be used to exchange ideas and thoughts on common interests, both personal and work related.

There have been occurrences where these services have been used for less positive reasons or used for a substantial length of time during working hours, hence the need for formal guidance.

### **Use of social network sites**

If an employee's personal internet presence does not make any reference to Ship Shape and it cannot be identified, the content is unlikely to be of concern to Ship Shape. If employment at the Company is referred to then the information posted would need to comply with the Employment conditions outlined below.

If an employee wishes to initiate a social networking site or already has one in place, please use a disclaimer that protects Ship Shape e.g. "these are my Personal views and not those of Ship Shape."

An individual is free to talk about the Company. However instances where Ship Shape is brought into disrepute may constitute misconduct or gross misconduct and disciplinary action will be applied. Please refer to the Disciplinary Policy.

An employee should not disclose confidential information relating to his/her employment at Ship Shape

Sites should not be used to verbally abuse staff. Privacy and feelings of others should be respected at all times. Employees should obtain the permission of individuals before posting contact details or pictures. Care should be taken to avoid using language which could be deemed as offensive to others.

If information on the site raises a cause for concern with regard to conflict of interest, employees should raise the issue with their direct supervisor.

If approached by a media contact about content on a site relating to Ship Shape, employees should advise their direct supervisor before taking any action.

Viewing and updating personal sites should not take place during working hours, unless agreed with a direct supervisor and in the case of marketing to clients.

Reasonable access is acceptable before/after working hours and during work breaks (although please be advised that if a VDU is used throughout the day, employees are required to have regular breaks).

## GROSS MISCONDUCT

Where an employee is found guilty of gross misconduct it is our standard practice for the employee to be summarily dismissed.

The following are examples of conduct that are considered to amount to gross misconduct. This is not an exhaustive list.

- A serious or wilful breach of the misconduct rules;
- Indecent or immoral behaviour;
- Intoxication, either caused by alcohol or drugs, dangerous behaviour, fighting or physical assault;
- Deliberate falsification of any records, including time sheets, absence records etc, in respect of yourself or a fellow employee;
- Engaging in private work on our premises or at your workplace and / or in working hours without express written permission;
- The theft of money or property, whether this belongs to us, a fellow employee, or any third party;
- The destruction, damage or sabotage of our property, or any property on our premises or your work place;
- Infringement of our health and safety rules (and those of your workplace), including smoking;
- Gross insubordination and / or the refusal to carry out legitimate instructions given by a supervisor or manager;
- Any breach of a statute which directly affects your ability to carry out your duties and / or the desired characteristics of your position;
- Any act of dishonesty;
- Unauthorised use of software, illegally copying software, gaining unauthorised access to a computer or a file on a computer, or committing any other breach of data security rules laid down by statute or the Company. This includes (but is not limited to) sending offensive or inappropriate e-mails or accessing, downloading, viewing or distributing offensive, unsuitable, obscene or pornographic web-pages or material from the internet;
- Posting, participating in and any other involvement with external internet sites such as blogs, social networks, chat rooms or other internet forums where derogatory, disparaging and / or any other offensive content or information of a confidential nature concerning the Company, it's employees, officers, agents, customers or suppliers is published;
- A serious breach of the Data Protection Regulations;
- Any criminal conduct that affects the ability or suitability for your continued employment;
- Assisting, encouraging or procuring any other member of staff to commit any act which would justify gross misconduct;
- Harassment, Discrimination or Bullying of employees, customers, clients or suppliers;
- Bringing the Company into disrepute;
- Negligence which causes or might cause unacceptable loss, damage or injury.
- Accepting or offering a bribe or other secret payment or other breach of our Bribery Prevention Policy.

# THE DISCIPLINARY PROCEDURE

## **STAGE 1 - INVESTIGATION**

When disciplinary matters arise, an investigation may be carried out to establish the facts. The investigation takes into account statements of any available witnesses (including your own account) along with any other evidence such as CCTV footage or documents such as expense forms and e-mails.

Sometimes it may be necessary to suspend you on full pay during the course of an investigation to avoid a potentially difficult situation or to allow a full and uninterrupted investigation to take place or where the facts, if proved, may result in your dismissal.

Suspension with pay is a temporary measure to allow an investigation and is not a form of disciplinary action or a penalty of any kind. It should not prejudice your rights and should not be seen as a presumption of guilt.

## **STAGE 2 - MEETING**

When any investigation is concluded, you will be invited to attend a Disciplinary Meeting to discuss the allegations further. You will be given written notice of this meeting and you will be informed, in advance, of the nature of the allegations against you and provided with evidence collected during the investigation.

You will be told what your potential sanctions could be, e.g. dismissal, first written warning etc. You will also be notified of your right to be accompanied at the meeting.

The purpose of the Disciplinary Meeting is to allow you to be able to state your case fully and to discuss any issues.

You have the right to be accompanied by a single companion, who can be another worker of the Company or an official of a trade union, at any Disciplinary Meeting. The companion will be permitted to confer with you and allowed to address the meeting but not to answer on your behalf. The companion will be allowed time off work with pay to undertake this role.

You must take all reasonable steps to attend this meeting. If you cannot attend, you should inform the person who has written to you inviting you to the meeting, in advance whenever possible, so that the meeting can be re-scheduled to another date or time.

If you persistently fail to attend scheduled meetings, you will be warned that the Disciplinary Meeting may go ahead without you, which could result in a decision being taken in your absence.

### **Capability Matters**

You will be given details of any shortfall in your performance so you may understand the exact nature of the complaint against you and be able to respond in an appropriate and relevant manner.

### **Conduct Matters**

You will be provided with details of the conduct giving rise to the disciplinary action and any allegations will be put to you in full. This allows you to answer those allegations and gives you an opportunity to fully state your case.

Following the Disciplinary Meeting, we may need to undertake further investigations.

In these circumstances you will be invited in writing to a second reconvened Disciplinary Meeting. This will be to discuss the outcome of any further investigations before a final decision is made.

## **STAGE 3 - Sanctions**

Following the Disciplinary Meeting you will be informed of the outcome in writing. You will be informed of the sanction, how long this will remain on your personnel file and informed of your right to appeal against this decision.

### **Verbal Warning**

Where your performance, conduct or attitude gives rise for concern and informal action has not been, or is not, sufficient to rectify the situation, the relevant manager will again meet you.

You will be given a verbal warning and will be told of the reasons for this.

The solutions to the problems will be discussed.

A timescale by which such improvements should be effected will be agreed.

You will be made aware that the warning forms the initial stage of the disciplinary procedure.

A note of the warning and solutions agreed will be placed on your Employee Record.

### **Written Warnings**

If, after a further investigation or further incidents have occurred, it is decided that the improvements specified in the first meeting have not materialised, a second meeting will take place.

The Company's requirements concerning your behaviour and / or conduct, along with the future standard and behaviour that you should adhere to, will be discussed and presented to you in writing. A copy of the letter confirming the Written Warning will be placed on your Employee Record.

You will be advised that the warning will remain "live" on your Employee Record for a period of 12 months, after which it will be disregarded. You will also be advised that further offences will result in the disciplinary sanction being escalated, which could eventually lead to your dismissal.

You will be made aware that this warning forms the second stage of the Disciplinary Procedure. For more serious offences, a written warning may be given as the first step in the disciplinary process.

### **Final Warning**

If, after a further investigation or further incidents have occurred, it is decided that the improvements specified still have not materialised a third meeting will take place.

Your continued failing performance and / or unacceptable behaviour, along with the expected solutions, will be discussed and presented to you in writing. You will be warned that failure to reach and maintain the requirements will result in dismissal. A copy of the letter confirming the Final Written Warning will be placed on your Employee Record.

You will be advised that the Final Written Warning will remain "live" on your Employee Record for a period of 12 months, after which it will be disregarded. You will also be advised that further offences will result in your dismissal.



Any written warning will include:

- Details of the misconduct which has taken place;
- The improvements required;
- The consequence of a further offence or failure to improve;
- The effective date of the warning;
- The specified time limit;
- The right to appeal.

Whilst the normal procedure will involve all three warnings, in cases where the offence is thought to be serious enough the first and / or second warnings may be omitted.

Typical examples of this would be refusals to obey reasonable instructions, unlawful discrimination and breaches of health and safety.

Depending on the circumstances, these may also be classed as gross misconduct.

### **Dismissal**

If, it becomes apparent that the required standards of performance and / or behaviour have not materialised, a further investigation and meeting will be arranged.

Following the meeting, if it is decided that the improvements specified still have not materialised, and disciplinary action is to be taken, then you may be dismissed with the appropriate notice being given to you.

In all cases except gross conduct, dismissal will be on the notice as specified in your statement of employment.

### **Summary Dismissal**

While it is envisaged that the warning procedure will apply to any employee who is not achieving the required standard of work or conducting themselves appropriately, provided that a full and proper investigation has been carried out, it may be possible to dismiss you summarily in cases of gross incompetence or gross misconduct.

In cases of gross misconduct or gross incompetence, you may be dismissed without going through the warning stages set out above.

After a thorough investigation into the circumstances and allowing you the opportunity of explaining your actions at a meeting, the Company reserves the right to summarily dismiss you.

In cases of summary dismissal, you will be dismissed without notice or pay in lieu of notice.

### **Alternative Penalties**

Disciplinary action may also include suspension without pay or less than full pay, demotion or transfer to new duties whether or not at a lower grade.

In certain circumstances, an informal reprimand or warning may be more appropriate where only a minor infringement of the rules has taken place.

## Appeals

You have the right to appeal against any disciplinary action at any stage.

An appeal must be made, in writing, and sent to payroll@shipshapepay.com within 5 working days from the date the disciplinary action was taken.

You must set out in full the basis of your appeal and give details of why the penalty imposed is too severe, unfair or inappropriate in the circumstances.

An Appeal Meeting will then be arranged within a reasonable period of time and the appeal will be heard by Wayne McDonnell (Director). You must take all reasonable steps to attend the Appeal Meeting.

You have the right to be accompanied at the Appeal Meeting by a single companion who can be another employee of the Company or an official of a trade union.

The companion will be permitted to confer with you and allowed to address the Meeting but not to answer on your behalf.

The companion will be allowed time off work with pay to undertake this role.

No decision will be made at the Meeting. It may be necessary to adjourn the Meeting to investigate matters further.

The person chairing the Appeal should ensure that you have been given the opportunity to raise all matters and present the basis of your appeal in full.

Following the Meeting, a letter confirming the decision will be sent to you within ten working days of the Meeting, or if not practicable, as soon as possible.

You will be informed that this is the final stage of the Disciplinary Appeal Procedure.

## Period of Warnings

Except in certain cases, no form of warning will remain on your Employee file indefinitely.

Provided your performance and / or conduct improves and remains at an acceptable level, warnings will be disregarded as follows:

**Verbal warnings** - disregarded after a six-month period, unless the particular offence is repeated or relates to a rule, which can only be broken on isolated occasions.

**Written warnings** - disregarded after a twelve-month period, unless the misconduct is of a serious nature or relates to a rule, which can only be broken on isolated occasions.

**Final written warnings** - disregarded after a twelve-month period unless the misconduct is of a serious nature or relates to a rule, which can only be broken on isolated occasions.

# GRIEVANCE RULES & PROCEDURES

## INTRODUCTION

The main aim of the Grievance Procedure is to allow employees an immediate means by which a grievance relating to your work can be aired and resolved.

Use of this procedure should avoid the unnecessary build up of stress, tension and aggravation by an employee nursing a grievance.

This grievance procedure is intended to assist you in raising a formal or informal grievance with the appropriate person.

Informal discussion can frequently resolve problems without the need for a written record.

If you do wish your grievance to be formally recorded and investigated please make this clear at the outset, by informing your immediate supervisor in writing.

You are actively encouraged to use this procedure if you have a grievance and you are assured that the genuine use of this procedure will not be used against you at any time.

## OUR RULES AND PROCEDURES ENSURE:

- Any grievance you may have, formal or informal, will be dealt with fairly and consistently.
- Provision will be made for setting out a formal grievance in writing, if you are unable to formulate one yourself due to a disability, or for some other justifiable reason (i.e. illiteracy or where English is not your first language).
- You will be invited in writing to attend a Meeting to discuss your grievance.
- You have the right to be accompanied by a companion during your grievance / Appeal Meeting.
- You will receive written notification of the outcome of the Grievance Meeting.
- You have the right to appeal if you feel the grievance has not been resolved to your satisfaction.
- You will be invited to attend an Appeal Meeting in the event that you exercise your right to appeal.
- You will receive written notification of the final decision.

***IF YOU FEEL AGGRIEVED AT ANY MATTER  
DURING THE COURSE OF YOUR EMPLOYMENT  
YOU SHOULD USE THE PROCEDURE SET OUT BELOW.***

## **THE GRIEVANCE PROCEDURE**

### **Informal Grievance**

1. If you have an informal grievance you should raise the matter with your immediate supervisor.
2. If your supervisor does not settle your grievance to your satisfaction then you must present a written formal grievance in-line with the Formal Grievance Procedure below.

### **Formal Grievance**

1. If you have a formal grievance you must inform your immediate supervisor (in writing) of your grievance. If your immediate supervisor is the subject of the grievance you should inform the immediate superior of your supervisor (in writing) of your grievance.
2. Your written grievance should fully explain the nature and extent of your grievance. If you are unable to formulate a written grievance for yourself, due to reasons as detailed above, Wayne McDonnell (Director) will offer you confidential assistance.
3. You will be invited to attend a Grievance Meeting.
4. You have the right to be accompanied at this Meeting by a single companion, who can be an employee of the Company or an official of a trade union.
5. Your companion will be permitted to confer with you and allowed to address the Meeting but not to answer on your behalf. The companion will be allowed time off work with pay to undertake this role.
6. You will have the opportunity to address the Meeting, explaining your complaint and how you believe it should be settled.
7. We may need to adjourn the Meeting to make further investigations, prior to a final decision.
8. You will receive a written response to your grievance normally within five working days,
9. This will detail your right of appeal. If there is a delay in our response you will be notified when you can expect a response and an explanation for the delay.

## **THE GRIEVANCE APPEAL PROCEDURE**

1. If you are unhappy with the decision of the Grievance Meeting, you have the right of appeal. If you wish to exercise this right you must do so, in writing, within 5 working days stating the grounds for your appeal to [payroll@shipshapepay.com](mailto:payroll@shipshapepay.com)
2. Your appeal will be heard by a more senior member of the organisation where possible.
3. You have the right to be accompanied at any Appeal Meeting by a single companion, who can be another employee of the Company or an official of a trade union.
4. Your companion will be permitted to confer with you and allowed to address the Meeting but not to answer on your behalf. The companion will be allowed time off work with pay to undertake this role.
5. You will have the opportunity to address the Appeal Meeting, explaining your reason for your appeal and how you believe it should be settled.
6. We may need to adjourn the Appeal Meeting to make further investigations, prior to a decision on your grievance appeal.
7. You will receive a written response to your Grievance Appeal, normally within five working days, which will detail the final decision of your grievance appeal and confirm this is the final stage of the Grievance Appeals Procedure. If there is a delay in our response you will be notified when you can expect a response and an explanation for the delay.

This is the final stage of the Grievance Procedure.

# PERSONAL HARASSMENT POLICY & PROCEDURE

## Introduction

Many people in our society are victimised and harassed as a result of their race, creed, colour, nationality, sex, age, disability, sexual orientation, ethnic or national origin or gender re-assignment.

A person harasses another person where they subject that person to unwanted conduct which has the purpose or effect of:

- Violating that person's dignity; or
- Creating an intimidating, hostile, degrading, humiliating or offensive environment which can include behaviour that is offensive, frightening or in any way distressing.

The Equality Act makes it clear that unwanted conduct encompasses verbal, non-verbal and physical conduct. The conduct does not have to relate to the victim's Protected Characteristic.

This means that an employee who is offended by comments or actions relating to a Protected Characteristic which are directed at, or relate to someone else, can still bring a claim for harassment.

For Example:

- An individual who is offended by sexist remarks which are directed at, or about, someone else.
- A male colleague dislikes a female colleague and places items on high shelves to make them harder to reach by a female member of staff.
- A male colleague refuses to help a female colleague lift a heavy object when they would normally help a male colleague.

These examples are not exhaustive.

In addition to which employers may now also be liable where they fail to protect an employee from third party harassment (such as from suppliers or the customers of a restaurant).

Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse.

Whatever form it takes, personal harassment is always serious and is totally unacceptable.

We recognise that personal harassment can exist in the workplace as well as outside and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.

## Policy

No form of harassment is tolerated by the Company.

We aim always to ensure that the working environment is free from harassment in all its types.

We have published these procedures to inform employees of the type of behaviour that is unacceptable and provide employees who are the victims of personal harassment with a means of redress.

All employees are under a duty to comply with these rules. Failure to do so will result in disciplinary action being taken against you.

## **Examples of Personal Harassment**

Personal harassment takes many forms and employees may not always realise that their behaviour constitutes harassment.

Personal harassment is unwanted behaviour of any type by one employee towards another and examples of harassment include:

- Insensitive jokes and pranks
- Lewd or abusive comments about appearance
- Deliberate exclusion from conversations
- Displaying of abusive or offensive writing or material
- Unwelcome touching
- Abusive, threatening or insulting words or behaviour
- Prevention of promotion or training opportunities
- Nicknames, teasing, name calling, offensive jokes, exclusion from informal groups such as social events, or other behaviour which is not with malicious intent but which is upsetting
- A general culture which, for instance, appears to tolerate the telling of sexist/ageist jokes etc.

These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees committing any form of personal harassment.

In Great Britain, such conduct will constitute harassment where it is related to one or more of the Protected Characteristics; age, sex, gender reassignment status, disability, race, religion or belief, sexual orientation, or where the conduct is of a sexual nature.

## **COMPLAINING ABOUT PERSONAL HARASSMENT**

We recognise that complaints of harassment can sometimes be of a sensitive nature. You are encouraged to raise any such complaint through the Company's Grievance Procedure.

Please be assured that, at all times, complaints made in this manner will be treated with the utmost discretion and confidentiality.

In the event that you do not wish to raise the matter in line with the Company's grievance procedure, you are encouraged to raise such issues with a senior member of staff of your choice, whether or not that person has a direct supervisory responsibility for you.

That member of staff will then be able to discuss with you the most appropriate way to deal with your complaint.

### **Informal Complaint**

If you are the victim of minor harassment you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop.

If you feel unable to do this verbally, then you should hand a written request to the harasser - your supervisor, or the senior member of staff noted above, can assist you in this.

### **Formal Complaint**

Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of a member of Management under the Grievance Procedure or as outlined above.

If possible, you should keep notes of the harassment so that the written complaint can include:-

- The name of the alleged harasser
- The nature of the alleged harassment
- The dates and times when the alleged harassment occurred
- The names of any witnesses
- Any action already taken by you to stop the alleged harassment

On receipt of a formal complaint we will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place.

This may involve a temporary transfer of you or the alleged harasser to another work area or suspension with pay until the matter has been resolved.

The person dealing with the grievance will carry out a thorough investigation in accordance with our Grievance Procedure.

Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.

When the investigation has been concluded a draft report of the findings and of the investigator's proposed decision will be sent, in writing, to you and to the alleged harasser.

If you or the alleged harasser are dissatisfied with the draft report or with the proposed decision this should be raised with the investigator within five working days of receiving the draft.

Any points of concern will be considered before the final report is sent, in writing, to you and the alleged harasser.

**As is your right under the grievance procedure, you will have the right to appeal against the finding.**

# BRIBERY PREVENTION POLICY – OFFERING OR RECEIVING INDUCEMENTS

## INTRODUCTION

Organisations should always strive to portray themselves as exemplary in all dealings with associated companies, potential and existing clients, contractors, suppliers and other external organisations.

The General Public and other external organisations rightly expect that staff will, at all times, conduct themselves with integrity, impartiality and honesty.

Employees should always maintain the highest standards of propriety and professionalism, and must avoid leaving themselves exposed to opportunity or suspicion of improper acts or compromised situations of a financial nature or receipt of extravagant hospitality.

Above all, employees should never put themselves in a position of conflict between their official duties and private interest.

Employees should be aware that gifts offered by colleagues, potential and existing clients, contractors, suppliers and other external organisations might place an employee in a position of compromise. Even when offered, and accepted in innocence; others may misconstrue the intention behind such gifts.

Some members of staff in the Company, necessarily in the course of their duties, may spend time with other organisations where it is normal business practice or social convention to offer gifts, hospitality or awards.

Offers of this kind can place employees in a difficult position - to refuse may cause misunderstanding or offence; however to accept may give rise to questions of impropriety or conflict of interest.

In addition to the receipt of gifts or hospitality, employees must never leave themselves in a position that they could have the opportunity of, or be suspected of, offering bribes or inducements to other individuals or organisations for the request and / or receipt of special services, treatment or favours from individuals in associated or external organisations.

All employees should note that under no circumstances should they borrow money from, or lend money to any potential and existing client, contractor, supplier or other external organisation.

The Company will follow the principles and guidance of the Bribery Act 2010 when considering its conduct in relation to the above situations.

**If you are offered a gift or hospitality by a colleague, potential or existing client, contractor, supplier or other person, or are thinking of offering the same to another person or organisation in the course of your duties and you are unsure whether this is appropriate: please contact payroll@shipshapepay.com for advice.**



## THE BRIBERY ACT 2010

### Overview

This new Act, which came into force on 1st July 2011, has been created to reform the law of bribery to provide for a new consolidated scheme of bribery offences.

Each organisation and its staff must comply with the law in relation to this Act when offering or accepting a gift or hospitality from colleagues, contractors, suppliers, and other external organisations.

There are a number of offences that have been created under the new Act, but the following three that have particular relevance:

- Offering, promising or giving a bribe to another person – Section 1;
- Requesting or agreeing to receive or accepting a bribe – Section 2;
- Failure of a commercial organisation to prevent bribery – Section 7 (Corporate Offence).

Unless an organisation has adequate procedures in place to deter acts of bribery, its senior management could also be liable to be prosecuted, as well as the individual(s) concerned.

Under the Act, a person found guilty can receive a maximum sentence of 10 years and / or an unlimited fine.

### COMPANY BRIBERY PREVENTION POLICY

#### Receiving Gifts

Definition of a gift: A 'gift' is any item of cash or goods which is provided for personal benefit at less than its commercial value.

- Employees should not accept any gift, reward or hospitality from any organisation or individual with whom they have contact in the course of their work as an inducement for either doing something or not doing something in their official capacity (it is particularly important to take care about any gift received from a person or organisation that has, or is hoping to have, a contract with the Company);
- Employees may accept modest gifts, either themselves or on behalf of the Company, (e.g. chocolates or flowers) without reference to the direct supervisor, as refusal could cause offence.

The recipient of unsolicited gifts of a substantial nature from colleagues, potential and existing clients, contractors, suppliers, and other external organisations should consult their direct supervisor on the matter

- Larger gifts should remain the property of the Company. Exceptionally, if the Company considers that it is not possible to use a gift to support the Company's work, retention of the gift by the individual may be authorised

In permitting the retention of the gift, the Company may recommend the recipient make a cash bequest to a local charity, with entry of this bequest in the Gifts and Hospitality Register.

Alternatively, if the individual does not wish to retain the gift, a solicitor appointed by the Company may arrange for presentation of the gift to a local charity;

## **Receiving Hospitality**

Definition of hospitality: 'Hospitality' is food, drink, entertainment or other services provided for personal benefit at less than their commercial value.

There is an acceptance that an employee may sometimes receive conventional hospitality. This may also include an employee attending, in an official capacity, a social event organised by another body for promotional or influential purpose.

In general, it may be necessary to decline offers of hospitality exceeding the norm of conventional hospitality.

The following forms of hospitality, in particular, should be avoided:

- Inducements that could lead to a contractual position between the Company and a supplier, contractor or consultant;
- Substantial offers of social functions, travel or accommodation;
- Repeated acceptance of meals, tickets and invitations to sporting, cultural or social events, particularly from the same source;
- Particular care should be taken when offered any form of hospitality or gift from a person or organisation that has, or is hoping to have, a contractual relationship with the Company.

If employees have any doubt about whether to accept hospitality offered they should refer the matter to their direct supervisor (who will, in turn, discuss the matter with a Director who will be the final arbiter on the advisability of accepting or refusing such gifts);

If, as an exception, the direct supervisor agrees that there are circumstances that justify exceeding the normal level of hospitality, there will be a record made in the Gifts and Hospitality Register.

## **Offering Gifts or Hospitality**

Occasionally, there are circumstances where the Company may feel it appropriate to offer a gift or hospitality to an individual or external organisation.

Where this occurs, a Director must authorise this, and it should be made clear that there is no element of inducement involved, and that a reciprocal gift should not be offered by the individual or Company, nor accepted by the Company.

Any offer or acceptance of a gift or hospitality over-and-above what would be considered as 'modest' should be recorded on the Company's Gifts and Hospitality Register.

## **GENERAL NOTICES**

### **COMMENCING EMPLOYMENT**

#### **Breaks**

If you are working for more than 6 hours in one day it is a legal requirement for you to take breaks. When these breaks are to be taken is to be agreed with your direct supervisor.

#### **Changes in Personal Details**

You must notify us of any change of address, marital status etc, so we may maintain accurate information on our records and make contact with you in an emergency. Such changes should be sent to payroll@shipshapepay.com.

Failure to supply us with such information may result in disciplinary action.

## **WAGES, SALARIES & BENEFITS**

### **Overpayments**

If we accidentally overpay you, you must immediately notify payroll@shipshapepay.com . Failure to report an overpayment may result in disciplinary action being taken against you.

The total overpayment will usually be deducted from your next wage / salary payment and you consent to such a deduction being made.

If this would cause hardship, arrangements may be made for the overpayment to be recovered over a longer period – this should be discussed with Wayne McDonnell (Director) and is at all times subject to the discretion of the Company.

### **Income Tax**

At the end of every tax year we provide you with a form P60. This shows the total pay you have received during the year and the total amount of income tax deductions and national insurance contributions made on your behalf.

You must keep your P60 form in a safe place, as it may be necessary to produce it when making enquiries with the Inland Revenue or the D.S.S.

If you lose your P60, we can in some cases issue you with a duplicate copy, although the fact that it is a duplicate, along with the fact that the original has been lost, will be stated on the duplicate copy.

### **Security - Right of Search**

We and our customers have the right to carry out random checks on your identity, property (including vehicles) at any time whilst you are engaged in our business.

Such checks do not imply suspicion in relation to the individual concerned.

In the event of a search, if practicable you will be accompanied by a third party who is on the premises at the time a search takes place or at the time that any further questioning takes place.

You may be asked to remove the contents of your pockets, bags, vehicles etc.

You have the right to refuse to be searched. An unreasonable refusal by you to agree to a search may be a breach of your employment contract and may result in disciplinary action.

We and our customers have the right to call in the police at any stage.

### **Other Employment**

Whilst you are employed by us you may not undertake any other form of employment without the express permission of Wayne McDonnell (Director).

Such permission will not be unreasonably withheld.

### **Maternity Leave and Pay**

You will be entitled to Maternity Leave and pay in accordance with current statutory provisions.

As soon as possible, and at least no later than the 15<sup>th</sup> week before the expected week of childbirth, you should notify Wayne McDonnell (Director) at the Company of your pregnancy, your expected week of childbirth and the date that you intend to start Maternity Leave.

You cannot start Maternity Leave earlier than the 11<sup>th</sup> week before your expected week of childbirth.

You must provide the Company with a copy of MAT B1 form which will be provided to you by your doctor or midwife.

Statutory Maternity Pay (SMP) will be paid monthly through the payroll in the normal way. This will be paid at the rate from time to time in force. If you are not entitled to SMP, you may be entitled to receive Maternity Allowance (MA) from the Benefits Agency.

Please email payroll@shipshapepay.com for details of your benefits during Maternity Leave.

If you intend to return to work after your Maternity Leave period, you are not required to give notice to the Company as long as you intend to return immediately after your leave has expired.

If you intend to return to work before your Maternity Leave has ended, you must give the Company at least eight weeks written notice.

You may choose to assign part of your Maternity Leave to your partner.

If you do not give 8 weeks notice, the Company may postpone your return for that period or until your original return date if sooner.

If you decide not to return to work at the end of your Maternity Leave, you must give the Company your normal contractual notice.

During your Maternity Leave period the Company will remain in contact with you to ensure that you are kept up to date on new developments and on matters relating to your role which you would normally be aware of if you were still working.

Although there is no obligation on you to do so, you may agree with the Company to carry out a maximum of 10 days work for the Company whilst on Maternity Leave without bringing your Maternity Leave to an end and without losing any entitlement to SMP or MA.

Work in this context may include attending work, training courses or any other activity which assists you in keeping in touch with the Company during your Maternity Leave.

You are entitled to be paid for these days and further information can be obtained from payroll@shipshapepay.com

If you wish to return to work on a part time or flexible basis, you are entitled to make such a request.

Any such request will be considered seriously by the Company in line with the requirements as set out in law.

The Company cannot guarantee that any such request will be granted. You will have the right to appeal this decision.

### **Shared Parental Leave and Statutory Shared Parental Pay**

You will be entitled to Shared Parental Pay and Leave in accordance with current statutory provisions.

You must provide Wayne McDonnell (Director) notice before you take Shared Parental Leave

You can share up to 50 weeks of leave and up to 37 weeks of pay between you and your partner. The actual amount depends on how much maternity or adoption leave and pay (or Maternity

Allowance) you or your partner take. If you or your partner are eligible then you can:

- take less than the 52 weeks of maternity or adoption leave and use the rest as Shared Parental Leave (SPL)
- take less than the 39 weeks of maternity or adoption pay (or Maternity Allowance) and use the rest as Statutory Shared Parental Pay (ShPP)

Although there is no obligation on you to do so, you may agree with the Company to carry out a maximum of 20 days work for the Company whilst on Shared Parental Leave without bringing your Shared Parental Leave to an end and without losing any entitlement to ShPP.

These days are in addition to the 10 'keeping in touch' (or KIT) days available to those on maternity or adoption leave.

To get Shared Parental Leave (SPL) or Shared Parental Pay (ShPP) you must:

- follow the rules for starting SPL and ShPP
- give at least 8 weeks' written notice of your leave dates

You must provide:

- notice that you plan to take SPL and ShPP
- notice of when the mother or adopter is going to end their maternity or adoption leave, and when they'll stop getting maternity or adoption pay
- book your leave dates

You must give at least 8 weeks notice of any changes before the start of any leave.

We may ask you for more information within 14 days of you applying for SPL or ShPP. This may include:

- a copy of the birth certificate
- a declaration of the place and date of birth (if the birth has not been registered yet)
- the name and address of your partner's employer or a declaration that your partner has no employer

If you're adopting or fostering a child you're planning to adopt, we may ask for:

- name and address of the adoption agency or local authority
- date you were matched with the child
- date the child will start to live with you
- name and address of your partner's employer or a declaration that your partner has no employer

You must provide this information within 14 days of being asked for it.

### **Statutory Adoption Pay and Leave**

You will be entitled to Adoption Pay and Leave in accordance with current statutory provisions.

#### **Statutory Adoption Leave**

You must provide Wayne McDonnell (Director) notice before you take Adoption Leave

You must tell us, within 7 days of being matched with a child how much leave you want your leave start date the 'date of placement' - the date the child is placed with you

You must provide this in writing and provide proof of the adoption.

Although there is no obligation on you to do so, you may agree with the Company to carry out a maximum of 10 days work for the Company whilst on Adoption Leave without bringing your Adoption Leave to an end and without losing any entitlement to SAP.

#### **Statutory Adoption Pay**

You must give at least 28 days' notice in writing and provide proof of the adoption.

The proof must show:

- your name and address and that of the agency
- the match date - for example the matching certificate
- the date of placement - for example a letter from the agency
- the relevant UK authority's 'official notification' confirming you're allowed to adopt (overseas adoptions only)
- the date the child arrived in the UK - for example a plane ticket (overseas adoptions only)

### **Overseas adoptions**

You must tell us the date of your 'official notification' and when you expect the child to arrive in the UK, within 28 days of getting the notification.

You must also tell us:

- the actual date the child arrives in the UK - within 28 days of this date
- how much leave you want and your start date - giving your employer 28 days' notice

### **Surrogacy arrangements**

You must notify us of the due date and when you want to start your leave at least 15 weeks before the expected week of birth in writing.

You must also provide a written statement ('statutory declaration') to confirm you've applied or will apply for a parental order in the 6 months after the child's birth. This must be signed in the presence of a legal professional.

### **Statutory Parental Bereavement Pay and Leave**

You will be entitled to Parental Bereavement Pay and Leave in accordance with current statutory provisions.

#### **Statutory Parental Bereavement Leave**

You must provide Wayne McDonnell (Director) notice before you take Parental Bereavement Leave.

How much notice depends on when you're taking the leave.

- 0 to 8 weeks after the child's death or stillbirth
- You must give notice before you would normally start work on the first day of the week or weeks you want to take off work.
- 9 to 56 weeks after the child's death or stillbirth
- You must give at least one week's notice before the start of the week or weeks you want to take off work.

You must provide:

- the date of the child's death or stillbirth
- when you want your parental bereavement leave to begin
- how much leave you are taking - either 1 or 2 weeks

You provide notice by phone, leave a voicemail, send a text message or an email. You do not need to give notice in writing. You do not need to give proof of death or stillbirth.

#### **Statutory Parental Bereavement Pay**

You must ask for Statutory Parental Bereavement Pay within 28 days, starting from the first day of the week you're claiming the payment for.

Each time you claim, you must provide the following information in writing (for example a letter, email or form):

- your name

- the dates of the period you want to claim Statutory Parental Bereavement Pay
- the date of the child's death or stillbirth

You'll also need to provide a 'declaration' to confirm you're eligible because of your relationship to the child or baby. You only need to complete this once when you first ask for pay.

#### Cancelling your leave or pay

You can change your mind and cancel your Parental Bereavement Leave or Statutory Parental Bereavement Pay if you have given more than the required notice for either taking leave or claiming pay.

#### Parental Bereavement Leave

If your leave is due to start within 8 weeks of the death or stillbirth, you must let us know about the cancellation no later than the time you would normally start work on the first day of planned leave.

If your leave is due to start 9 weeks or later after the death or stillbirth, you must let us know no later than one week before the start of the planned leave.

If you cancel your leave, you can rebook it if you give your employer the correct notice.

#### Statutory Parental Bereavement Pay

If your pay was due to start within 8 weeks of the child's death or stillbirth, you must give notice on the first day of the week you want to cancel.

If your pay was due to start 9 weeks or later after the child's death or stillbirth, you must tell us you want to cancel one week before your pay was due to start.

### **Pension Scheme**

The Company has designated a Stakeholder Pension Scheme. Details of the Scheme can be obtained from [payroll@shipshapepay.com](mailto:payroll@shipshapepay.com)

We do not hold a contracting out certificate in respect of your employment.

## **STANDARDS**

### **Standards of dress**

As you are liable to come into contact with customers and members of the public you must present a professional image in both your appearance and dress.

You should wear appropriate clothes relative to your job responsibilities and your position, which must be kept clean and tidy at all times.

If the Company or your place of work provides you with a uniform you must wear this at all times whilst carrying out your duties under your contract of employment and this uniform must not be worn for any purposes other than Company business.

The Company recognises that some employees may have difficulties in complying with uniform requirements either for religious or cultural or other reasons.

Should you have any difficulty complying with the requirements of the Company in this regard, or for any other genuine reason, you should speak with your manager about it.

If you are not satisfied with the response given, you are encouraged to follow the Company's Grievance Procedure.

## **WELFARE & HYGIENE**

### **Hygiene**

Any cut or burn on the hand or arm must be covered with a suitable approved dressing.

If you are suffering from an infectious or contagious disease or illness, or if you are suffering from a bowel disorder, boils, skin or mouth infection, you must not report to work without clearance from your doctor. The Company's sickness absence notification rules must be followed in this regard.

In these circumstances even after obtaining clearance from your doctor you must get clearance by emailing payroll@shipshapepay.com

Any contact with a person suffering from an infectious or contagious disease must be reported to payroll@shipshapepay.com before commencing work.

## **GENERAL RULES & PROCEDURES**

### **Time Off**

Time off may be required for medical or dental appointments, or for domestic reasons. Where such time off is required it will only be granted at the discretion of your direct supervisor.

You will be allowed reasonable paid time off during your pregnancy to attend ante-natal appointments. You should inform the Company in advance of any of these absences and you may be required to provide evidence of any such appointments. Where possible, such appointments should be outside normal working hours.

Time off will also be granted in accordance with any prevailing legislation for Maternity and Parental Leave, Adoption Leave and Paternity Leave.

Time off may also be granted to enable you to train or study.

If you have any queries about any of these please contact Wayne McDonnell (Director).



## **RETIREMENT**

### **Policy Statement**

The Company has no fixed retirement age. We acknowledge that retirement is a matter of choice for individuals and will not pressurise employees into resigning because they have reached or are approaching a certain age.

Employees are free to retire whenever they choose, or to seek alternative roles or working patterns. The Company will endeavour to grant such requests in accordance with the needs of the business.

We are proud to employ people of all ages and consider that age diversity is beneficial to the organisation. We are committed to not discriminating against employees because of age and adhere to the principles set out in our Equal Opportunities Policy.

### **Giving Notice of Retirement**

If you have decided to retire, we would appreciate as much notice as possible, although you should give the Company at least the notice you are obliged to give under your contract of employment.