



WELCOME TO THE LARASIAN GROUP OF COMPANIES

We would like to take this opportunity to welcome you to the Larasian Group of Companies. We hope that your career with us will be long, enjoyable and rewarding. We have a proud history of long-term employees who have grown and developed with our Companies.

It is the aim of the Group to supply the highest standards of quality and service to the electronics industry. Every employee has an important contribution toward this aim.

Larasian Limited, based in Fordingbridge, Hampshire, is the parent Company. Larasian owns 100% of Lascar Electronics and is the majority shareholder of Corintech. It provides Group services in finance, personnel and a building team.

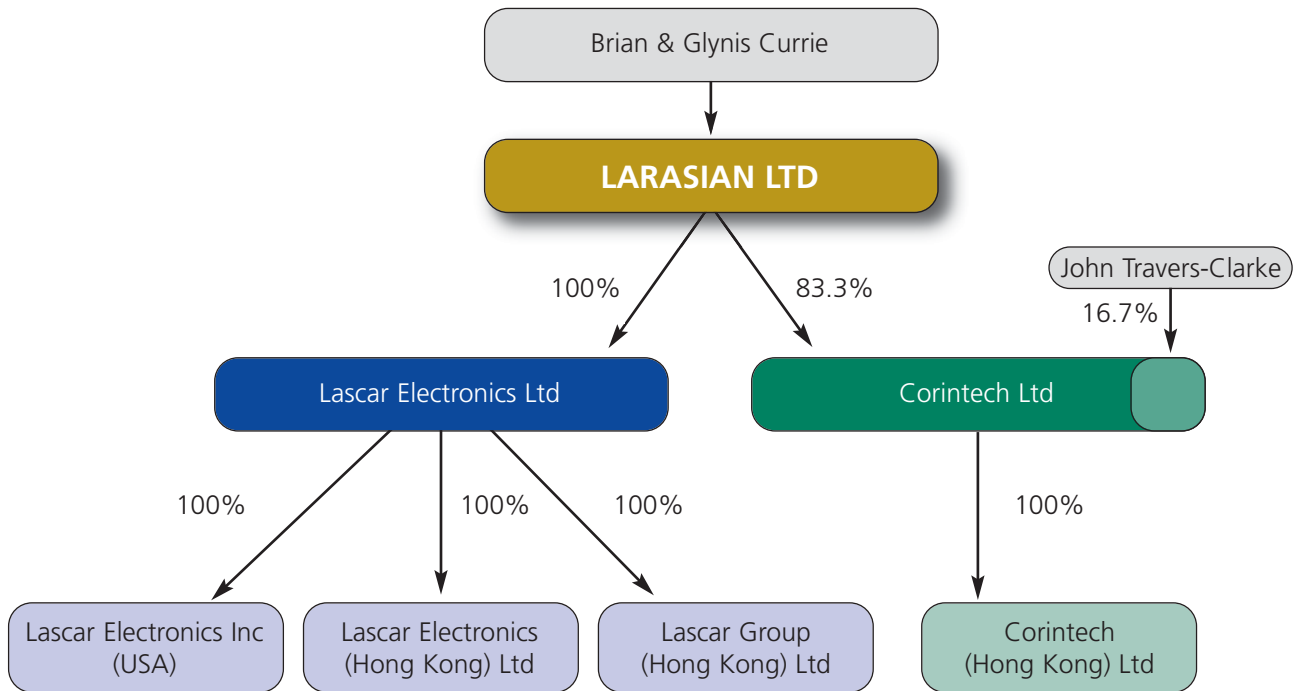
Brian and Glynis Currie formed Lascar Electronics Limited in 1977. It started life in a garage in Essex designing and manufacturing a range of digital panel meters and complementary power supplies. In 1980, with sales showing significant growth, the Company moved from Essex to its current location in Whiteparish, Wiltshire, where its global Headquarters is located.

Today, the Company has offices in the United Kingdom, Hong Kong and Erie, USA. Its standard product line includes digital panel meters, power supplies, bench top instrumentation and a series of award winning handheld data loggers. Lascar also provides a custom design service with the ability to modify an existing product or create a new product designed to a customer's specification. The Company became ISO 9000 certified in 2000.

Corintech Limited was established in 1977 and is located in Fordingbridge, with a second office in Hong Kong. Lascar Electronics (now Larasian) and John Travers-Clarke acquired the Company in 1985. It has grown to become the largest and most successful independently owned Company of its kind. In recent years, it has started to invest in greater electronic engineering expertise in order to design more products for customers and create its own brands, and is an ISO9001 accredited Company.



GROUP STRUCTURE:



Top left:
Corintech Ltd, Fordingbridge



Middle left:
Lascar Electronics Ltd, Whiteparish



Bottom left:
Lascar Electronics Inc (USA)

Below:
Lascar Electronics (HK) Ltd and
Corintech (HK) Ltd

Below right:
Lascar Electronics, Old Sarum





LARASIAN

LARASIAN GROUP HANDBOOK

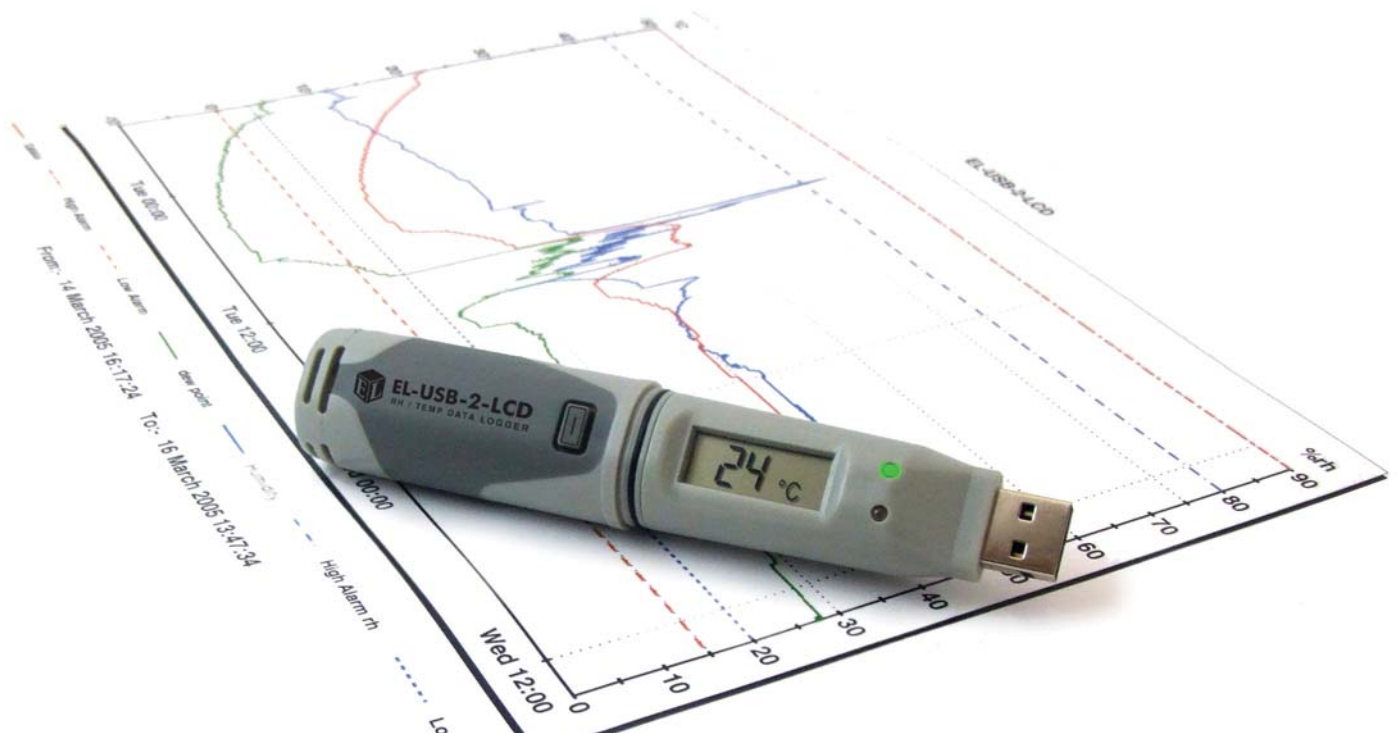
This handbook contains important information for all employees and it is your responsibility to read it.

Please take up any queries with your Manager/Supervisor/Personnel. They will be able to clarify anything you do not understand.

The Company will add to, delete or modify the contents of this Handbook (and the policies referred to) in line with changes to UK Employment Practice, Employment Legislation or some other substantial reason.

You will be advised when changes have been made to this Handbook.

Up to date version is available on www.larasian.com/handbook





HEALTH & SAFETY POLICY STATEMENT

This statement sets out the strategic Health and Safety Policy that applies to all Larasian Group companies and operations within the United Kingdom. It applies equally to employees, agency staff and where appropriate, contractors working at company sites.

It is the policy of the owners and management of LARASIAN Ltd to:

- Manage health and safety risks in the workplace to prevent accidents and cases of work-related ill health by assessing risk and implementing actions arising out of relevant risk assessments.
- Ensure employees and agency staff [contractors] are provided with the necessary health and safety induction and appropriate task based training, instruction and information for them to carry out their work competently, safely and without risks to health.
- Engage and consult with employees on day-to-day health and safety matters conditions and more formally through the regular health and safety performance meetings.
- Provide and maintain emergency systems and procedures and including the provision of a suitable number of firefighting equipment and adequately signed escape routes. Evacuation plans are tested from time to time and updated as necessary.

- Provide and maintain safe and healthy working conditions, including the provision and maintenance of plant, equipment and machinery, and safe storage/use of substances. Where necessary and to prevent danger, equipment, plant and machinery will be routinely inspected and tested and action promptly taken to address any defects. A suitable number of toilet and washing facilities are provided together with facilities for providing hot food and drinking water.
- Bring this Health and Safety Policy to the attention of all employees.

The Chairman shall ensure this policy is reviewed annually by a representative group of employees and presented to the Board prior to re-issue.

Brian Currie
Chairman
LARASIAN Limited

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1 WORKING FOR THE COMPANY

1.1 EQUAL OPPORTUNITIES

The Company maintains a zero tolerance to discrimination covering race, colour, religion, belief, ethnic or national origin, sexual orientation, gender, age, disability, nationality, marital status and part-time status. The Company is an equal opportunities employer and committed to the promotion of equality of opportunity in all aspects of employment. The Company treats all employees fairly, with dignity and provides a working environment free from discrimination, harassment or victimisation.

Employer's Responsibilities

The Company will fulfil its commitment to equal opportunity by:

- recognising legal obligations under The Equality Act 2010 and other associated legislation and appropriate case law
- reviewing its selection criteria and procedures to maintain a system where individuals are treated on the basis of their relevant aptitudes, skills and abilities
- ensuring that all future policies and procedures regarding employment issues are developed in strict accordance with this policy
- distributing and publicising this policy statement throughout the Company
- providing facilities for any employee who believes that they have been unfairly treated to raise the matter through the Grievance Procedure
- regarding any deliberate discriminatory action, including harassment, by any employee as a serious disciplinary offence.

Employee's Responsibilities

It is the duty of all employees to accept responsibility for the practical application of this policy, but the Company recognises that specific responsibility falls upon management. If an employee is aware of any member of staff not adhering to this policy, you should report it immediately to your immediate Supervisor/Manager/Personnel or a member of the management team.

The Company will not accept or tolerate acts which breach the Company's equal opportunities policy. Any instances of such behaviour, or alleged behaviour, will be taken seriously and be fully investigated. In addition, any employee's conduct outside of work which could have a bearing on their employment or could bring the Company's name or reputation into disrepute will be dealt with under the Company's disciplinary procedure.

All employees, trainees and applicants for employment with the Company will be given equal opportunity.

Bullying and Harassment

Bullying or harassment is offensive and can range from mild banter or sexual connotations to actual physical violence. This behaviour is unacceptable. Both the Company and the harasser may be held liable and be ordered to pay damages for such behaviour.

Employees must remember that everyone is different in their interpretation of "bullying" or "harassment" and what may be acceptable to one person may not be acceptable to another. Bullying and harassment is defined by how the person feels and not by what the bully/harasser intended.

Harassment occurs where one person subjects another to unwanted conduct (which can be verbal, non-verbal, visual or physical) that has the purpose or effect of

violating another person's dignity in the workplace or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.

The following is a list of examples of bullying and harassment but is by no means exhaustive:

- physical abuse (pushing, shaking or blocking someone's way)
- shouting and swearing at an individual or making threats
- personal insults, name-calling and spreading malicious rumours
- punishments given for no apparent reason.

Voicing Your Concerns

If you wish to discuss any forms of harassment or bullying you should approach your Manager/Supervisor informally or formally through the grievance procedure. No employee should ever be made to feel that they have to put up with unacceptable behaviour from another employee or manager. An employee who raises a complaint will not suffer any victimisation for having done so. Complaints of this nature will be dealt with seriously and as soon as possible.

1.2 PERFORMANCE APPRAISAL/REVIEW

Performance appraisals are a continuous process and start during your probationary period. During your first year, there will be a formal appraisal at three months, then annually. The main objective of this process is to identify training needs, address performance issues, set development targets and personal objectives. You will be expected to contribute to your performance assessment, identify your training needs and work towards your agreed personal development and training targets. The Company takes this process very seriously. It is important that you

inform your Manager/Supervisor on how you feel your development is progressing, any problems you are encountering and details of courses you feel would help you in your position. We encourage open discussions with your Manager/Supervisor throughout your employment and your performance reviews are relevant to pay reviews.

1.3 PROBATIONARY PERIOD

Your Written Statement will set out specific terms of your probationary period. On the satisfactory completion of your probationary period, your employment will be confirmed to you in writing. If it is felt that you do not meet the required standards, your probationary period may be extended.

1.4 TRAINING

One of our main aims is to encourage development within our staff, and training is one of the best ways of doing this. We will make sure that the appropriate training gives you the necessary skills and knowledge to carry out your work to the best of your ability, increasing productivity and quality of your work. We will endeavour to ensure there is always a member of the training team available to you at your place of work. This will provide you with a point of contact should you need to discuss all your training needs. We encourage any work related training that helps you and the Group develop and move forward together.

The Company may require you to undergo training such as "on the job", "correspondence", "in house" or "external".

You will appreciate training can be very expensive. As the Company has made this financial investment in you and is committed to your development, the Company would appreciate a show of

commitment from yourself and would ask that you sign a Training Agreement letter. This agreement will ask you to repay a percentage of the course fees if you leave the Company within an agreed period.

If you have more than 26 weeks' service, you have the right to request time off from your mainstream duties to undertake training which will help improve business performance and productivity. The Company will give serious consideration to any request and only refuse if there is a good business reason. There is a formal procedure for requesting time off for training and a prescribed timescale. Please speak to Personnel if you wish to make a formal request.

1.5 WORKING TIME REGULATIONS (WTR) 48-HOUR "OPT-OUT"

You are not obliged to work more than 48 hours per week on average over a 17-week period. If you wish to work more than 48 hours per week on a regular basis, you must sign an "opt-out" to the WTR before carrying out the additional hours. This includes any work carried out for other employers. You are therefore required to provide the Company with details of those employers and the number of hours you are contracted to work for them on a normal weekly basis.

1.6 HOURS OF WORK

You are normally required to work the hours stated on your Contract of Employment. On an occasional basis the Company may contact you outside your normal hours of work to assist with operational matters.

Reduction In Normal Hours Of Work

The Company reserves the right to lay-off without pay or to make temporary reductions to your normal hours of work. You will be given not less than two weeks'

notice of any period of lay-off and not less than two weeks' notice of a maximum 20% reduction in your normal hours of work with pro-rata loss of earnings.

1.7 OTHER EMPLOYMENT

You should devote the whole of your time, attention and abilities to the duties of your employment during your hours of work. You may not, directly or indirectly, undertake any other activities. While the Company employs you, you may not without first obtaining the Company's written consent (which will not be unreasonably withheld) undertake other paid work outside your hours of work for the Company. The Company's consent will normally be withheld if any of the following apply:

- the business in or by which you are proposing to be engaged or employed is in competition with the Company
- in the Company's reasonable opinion, your proposed other work is likely to adversely affect your ability to do your job properly
- in the Company's reasonable opinion, your proposed other work is likely to reflect badly on the Company's reputation
- the proposed other work will cause the Company to be in breach of its statutory obligations in respect of working time and health and safety.

If given, the Company reserves the right to withdraw its consent by giving not less than one month's notice.

1.8 LANGUAGE

English is the common language of the Company and as such English should be spoken during working time. The reason for this policy is that:

- Clear and efficient communications with customers, co-workers, or supervisors is crucial to the efficient running of the organisation;
- In order to maintain high standards of health and safety all employees must be able to understand each other during all working hours;
- In emergencies all employees must speak a common language to ensure safety;
- A common language is important to promote co-operation and team work and ensure efficiency across the Company; and
- To enable a supervisor, who only speaks English, to monitor the performance and conduct of all employees whose job duties require communication with co-workers or customers

Please note that during break times any language can be spoken. Please note that if any staff struggle to adhere to this policy, then the Company will do the best they can to ensure support that employee to develop English language skills and will give that employee an appropriate amount of time to develop English language skills before strictly enforcing this policy.

2 MONEY & BENEFITS

2.1 BONUS

A discretionary bonus may be paid based on your personal and Company performance. You may receive a discretionary bonus if:

- you have been employed for the full six-month period for which the bonus is paid
- you are not under notice from either side
- You are not the subject of any current formal warning or having action taken against you under the Company's disciplinary procedure.

2.2 EXPENSES

You are entitled to reimbursement of any expenditure incurred on behalf of the Company provided your Manager/Supervisor has authorised the expenditure.

Expense Claims and Payment of Expenses

Claims should be made using the Personal Expenses Claim Form and the following adhered to:

- the costs of entertaining anyone other than customers will not usually be reimbursed.
- original receipts must be attached to your claim form and the receipt must show the VAT number
- missing receipts from your claim may delay payment or result in non-payment
- a claim form must be signed off by a Manager/Director prior to being submitted.

Travel

You must choose the least expensive method of transport. Shared travel arrangements should be made wherever possible. Your normal daily travel to work cannot be reimbursed.

Use of Own Vehicle

- business mileage will be reimbursed at 28p per mile
- any car parking charges incurred will be reimbursed if the receipts are attached
- any parking or motoring fines are your responsibility
- if you are not attending your normal place of work, deduct your normal home to work mileage from any business mileage claim submitted.

Under/overpayment of pay/expenses

Should an over or underpayment of expenses occur, you must report it to your Manager/Supervisor. An underpayment of salary/expenses will normally be made up in your next salary/expense payment (if the amount of the underpayment is large it will be made up as soon as possible). If an overpayment has occurred, you will receive written notification when the overpayment will be deducted from your salary/expense payment.

2.3 LONG SERVICE AWARD

After 20 years' service, the Company will reward you with a gift in recognition of your loyalty to the business, to the value of £500 plus VAT. A further gift of £1,000 and a week's holiday will be awarded at 30 years of service. The Company reserves the right to vary this amount from time to time.

2.4 PAYMENT OF SALARY

Your salary will be paid monthly, approximately two weeks in arrears and two weeks in advance, by credit transfer on the 15th day of each month (or on the last working day before the 15th day if that day is a weekend or public holiday.) During your probationary period or notice period, from either side, you will be paid in arrears on the 15th day and the last day of each month (or the nearest working day).

2.5 PENSIONS

The Company complies with the statutory regulation for Auto Enrolment. The Company will contribute 3% to your pension. Payments will be deducted from your salary each month. Once you have eight years' continuous service and at least three years in the pension scheme, the Company will increase its contribution to 5% of your base salary. After four years in the scheme and nine years of service, the Company will increase its contribution to 6% of your base salary, provided your contribution is at least 4% of your base salary. To explain the Group Pension Scheme in detail an appointment will be arranged with the Group Independent Financial Adviser (IFA).

Income Protection Insurance

Group Pension Members with five years' continuous service qualify for the tax-free benefit of Income Protection Insurance up to the age of 65. Should you suffer a serious injury or illness and you are absent from work for more than 26 weeks, this insurance will pay you 75% of your base salary (less Incapacity Benefit or any other statutory payments, e.g. SSP) or 75% of the difference between any other job you can perform and your base salary from the 27th week onwards. This will continue for as long as you are sick, until you either return to work or you reach the age of 65. The Company reserves the right to substantially modify this benefit or remove it should circumstances change or you suspend payments into the Group Personal Pension Scheme.

2.6 SALARY REVIEW

Your salary will be reviewed on the anniversary of your start date. Any amendment will take effect from the first day of the following month.

2.7 STAFF SUGGESTION SCHEME

In order to promote employee involvement in improving the processes used within the

Company, a Suggestion Scheme exists. To qualify, take the suggestion to your Manager/Supervisor for discussion and state your wish to make a suggestion under the scheme. To proceed, put your suggestion in writing to a Director who will review it. If a suggestion is implemented a one-off, tax-free payment will be made. Suggestions should be outside the scope of your normal duties. Managers are not eligible for this scheme, although Supervisors are.

2.8 OVERTIME

You will, from time to time, be expected to work hours in excess of your normal hours. Your normal hours of work are as stated in your Written Statement and will be confirmed to you in writing by Personnel. All overtime is voluntary, but you are expected to be flexible in your response to overtime requests. Only overtime that has been pre-authorized by your Manager/Supervisor will be paid. Qualifying overtime will be paid, once you have completed your contracted hours: -

- a) Hourly-paid full time employees will be paid for all overtime requested by their Manager/Supervisor in completed units of thirty minutes, at time and a half of normal rate.
- b) Hourly-paid part-time employees will be paid for all overtime requested by their Manager/Supervisor in completed units of thirty minutes at the employees' normal hourly rate until 38.75 hours of total time has been worked in the week (Sunday to Saturday). Any further overtime is paid at one and a half times the employee's normal rate. If your pro-rata salary is over the minimum overtime band of £20,000, you will not be eligible for overtime pay. Staff who work in Sales & Marketing are not included in this category and fall into Category D.

c) Salaried employees, whose salary is under £20,000 (this figure is reviewed annually) or pro-rata for part-time employees, will be paid for overtime requested by their Manager/Supervisor. Payment is for completed units of thirty minutes and is at one and a half times the hourly rate calculated from the employee's salary. Staff who work in Sales & Marketing are not included in this category and fall into Category D.

d) Salaried employees whose salary is £20,000 (this figure is reviewed annually) or over, or employees working in Sales and Marketing, are not eligible for any overtime pay. In the event of undertaking a large amount of overtime at their Manager/Supervisor's request, the Manager/Supervisor, with the approval of the Managing Director/Director, may make a special bonus payment in recognition of this fact.

2.9 INTRODUCTION BONUS

A bonus of £250 is paid for introducing a new staff member. After the successful completion of the new employee's probationary period, the person making the introduction will receive £125 gross on the next available pay day. After the successful completion of a further three months' employment by the new employee, the final payment of £125 gross will be made on the next available pay day. This bonus is payable entirely at the discretion of management and will not be made if the payment could cause a conflict in your duties or will bring the Company into disrepute.

2.10 PARKING

The Company car park operates on a first come, first served basis. At times the car park will reach capacity and on these occasions parking will be allocated based on length of service. This is not a contractual benefit.

3 FAMILY MATTERS

3.1 ADOPTION PAY AND LEAVE

The Company complies with the current Statutory Adoption scheme. To qualify for adoption leave, you must:

- be newly matched with a child for adoption by an approved adoption agency;
- have agreed with the adoption agency that the child should be placed with you for adoption;
- have continuously worked for the Company for 26 weeks leading into the week in which you are notified of being matched with a child for adoption; and
- provide a matching certificate of evidence of your entitlement to adoption leave.

You must inform your Manager/Personnel within seven days of being matched with a child and when you want your adoption leave to start. For further information on adoption leave, please speak to Personnel or visit www.bis.gov.uk

3.2 MATERNITY LEAVE

The Company complies with the Statutory Maternity and Pay scheme (SMP). Please notify the Company as soon as you know you are pregnant for your own health and safety. In any case (unless it is not reasonably practicable), you should notify the Company by the end of the 15th week before the week your baby is due (i.e. the end of your 25th week of pregnancy) that you are pregnant, the expected week of childbirth and the date you wish to start your maternity leave. If this is done verbally, it should be confirmed in writing as soon as possible. You should also provide the Company with your maternity certificate (form MATB1), which you will be

given by your doctor or midwife after the 21st week of your pregnancy.

You will receive a booklet that explains what to do next and your rights during maternity leave. The Company will need to conduct a risk assessment of your area. All information will be kept confidential; the only people that need to know will be your Manager/Supervisor, H&S Officer and Personnel.

You are entitled to take paid time off during your normal working hours for antenatal care, hospital clinics, midwife, health visitor or GP appointments. You should give your Manager/Supervisor as much notice as possible of any work absence. You can work up to 10 days during your maternity pay period without losing any SMP. These days are known as Keeping in Touch (KIT). KIT days enable you to work during your maternity leave without affecting your SMP. If you require further information, please speak to Personnel.

Please note you are not legally allowed to work for the Company in the two week period following the birth of your baby or in the four week period following the birth of your baby if you work in production.

3.3 PATERNITY LEAVE

The aim of this policy is to ensure employees are aware of their statutory entitlements and to ensure fair and equitable treatment in line with current legislation.

Statutory paternity leave and statutory paternity pay (SPP)

Subject to the eligibility criteria, employees who have a paternal role to play may be entitled to statutory paternity leave of one or two weeks following the birth of a child or following the placement of a child for adoption. If you are entitled to Statutory Paternity Leave, you may also be entitled to Additional Paternity Leave, provided the child's mother has been entitled to maternity leave or adoption leave and she has returned to work.

Additional Paternity Leave means you can take a minimum of two weeks or a maximum of 26 weeks' leave upon the mother's return to work. This leave must be taken in the period beginning the 20th week after the child's date of birth or placement and ending 12 months after the child's date of birth or placement.

Statutory paternity leave may only be taken in 'blocks' of one or two weeks and within 56 days of the birth or placement. Odd leave days are not permitted. The right to statutory paternity leave is in addition to the right of eligible employees to take parental leave to care for their children. If you are eligible for statutory paternity leave, you may also qualify for SPP. If you require further information please contact Personnel.

Rights during and after a period of statutory paternity leave

During statutory paternity leave, all contractual terms and conditions of employment will remain, with the exception of remuneration, which will be replaced by SPP. Following statutory paternity leave, you are entitled to return to the same job. If you require further information on paternity leave, eligibility or pay please speak to Personnel.

3.4 PARENTAL LEAVE

Parental leave is the right to take time off work to look after a child or arrange for your child's welfare. This leave is unpaid.

Requests for parental leave will be considered in the light of the needs of the business but every effort will be made to allow employees to take the leave they have requested at the time of their choice. If you have been continuously employed for one year, you qualify for 13 weeks' unpaid parental leave in respect of each child (either born or adopted by you) who is under five years of age (or adopted

children under 18 years of age). Leave must be taken within the first five years of the child's life (or for adopted children within five years of the date of adoption or the child's 18th birthday, whichever is the sooner). If you are the parents of a disabled child, you may take up to 18 weeks' unpaid parental leave until the child's 18th birthday.

The procedure

Parental leave may be taken in blocks of a week, unless it is taken to care for a disabled child, when it can be taken in days. You can take no more than four weeks' parental leave in any year. Part of a week counts as a full week in calculating parental leave taken for that year. You are required to give the Company a minimum of 21 days' notice, specifying start and end dates. It is helpful to give longer notice where possible. In the case of an emergency, the notice period can be reduced at the discretion of a Director. The Company's Absence Request Form should be used for this purpose.

You may take parental leave if you have given the Company notice of an expected date of childbirth or adoption 21 days before the week in which the birth or adoption is expected. The Company will agree to the request unless it would be detrimental to the business to do so, in which case the Company will seek to postpone the parental leave. A decision to postpone parental leave will be notified to you not more than seven days after the given notice. The Company will not postpone parental leave when it has been requested to coincide with the birth or adoption of a child. Parental Leave will not be postponed for any more than six months from the date on which it is to start. The Company will try to agree a suitable alternative time with you, but if this is not possible the Company will agree that you will be able to take your parental leave at a

time, not more than six months ahead, which best fits the needs of the business. You will be allowed to take the postponed parental leave even if it is postponed beyond the child's fifth birthday (or for an adopted child fifth year of the child's adoption).

3.5 COMPASSIONATE AND BEREAVEMENT LEAVE

If you have been employed by the Company for at least twelve months, you may in exceptional circumstances (other than those covered by your statutory entitlement) and at the Company's absolute discretion, be granted additional leave with or without pay. The Company will, subject to the Company's operational requirements being met, endeavour to give sympathetic consideration to requests for compassionate leave to meet circumstances where the use of holiday entitlement is not possible or would not be appropriate. Any request for compassionate leave should first be raised orally with your Manager/Supervisor who may require you to put the request in writing. A decision in response to your request will be made and notified to you as quickly as possible.

3.6 SHARED PARENTAL LEAVE

Shared Parental Leave will enable eligible mothers, fathers, partners and adopters to choose how to share time off work after their child is born or placed for adoption. This could mean the mother or adopter shares some of the leave with her partner, perhaps returning to work for part of the time and then resuming leave at a later date.

You may be entitled to Shared Parental Leave (SPL) and Statutory Shared Parental Pay (ShPP) if:

- your baby is due on or after 5 April 2015
- you adopt a child on or after 5 April 2015

You have the right to take SPL in up to three separate blocks.

3.7 ELIGIBILITY

To qualify for Shared Parental Leave (SPL), you must share care of the child with either:

- your husband, wife, civil partner or joint adopter
- the child's other parent
- your partner (if they live with you and the child)

you or your partner must be eligible for maternity pay or leave or Maternity Allowance or adoption pay or leave.

You must also:

- have been employed continuously for at least 26 weeks by the end of the 15th week before the due date (or by the date you are matched with your adopted child)
- be employed by the same employer while you take SPL

3.8 STARTING SHARED PARENTAL LEAVE

You or your partner can start Shared Parental Leave (SPL) once the child is born or adopted. You must have either:

- ended any maternity or adoption leave by returning to work
- given notice when you plan to end any maternity or adoption leave
- ended maternity pay or maternity allowance

The mother or adopter must give notice to Personnel (at least eight weeks) to end maternity or adoption pay.

You can start SPL while your partner is still on maternity or adoption leave as long as they have given notice to end it.

What you must do

You must give personnel written notice of your entitlement to SPL and ShPP, including:

- your partner's name
- start and end dates for maternity or adoption leave and pay
- the total amount of SPL and ShPP available and how much you and your partner intend to take
- confirmation that you are sharing childcare responsibility with your partner

You must also include a signed declaration from your partner stating:

- their name, address and National Insurance number
- that they satisfy the qualifying requirements for SPL and ShPP
- that they agree to you taking SPL and ShPP

After receiving this notice, you will need to provide within 14 days:-

- a copy of the child's birth certificate
- the name and address of your partner's employer

NOTICE PERIOD

You must give at least eight weeks' notice of any leave you wish to take. If your baby is born more than eight weeks early, this notice period can be shorter.

SHARED PARENTAL LEAVE IN TOUCH (SPLIT) DAYS

You and your partner can both work up to 20 days during SPL. These are called 'shared parental leave in touch' (or SPLIT) days. These days are in addition to the 10 'keeping in touch' (or KIT) days already available to those on maternity or adoption leave. Keeping in touch days are optional.

3.9 BLOCKS OF LEAVE

You can book up to three separate blocks of Shared Parental Leave (SPL) instead of taking it all in one go, even if you aren't sharing the leave with your partner. If your partner is eligible for SPL, you can take leave at different times or both at the same time. You must give at least eight weeks' notice before you want to begin a block of leave. Blocks of leave can be as short as a week.

4 TIME OFF

4.1 FAMILY EMERGENCIES

You have a statutory right to time off in the case of family emergencies. You should agree as soon as reasonably practicable with your Manager/Supervisors the reasonable amount of time off to:

- assist a dependant who is ill, gives birth or is injured
- assist when existing arrangements break down
- make arrangements following the death of a dependant
- deal with an incident involving your child during school hours
- to make long term care arrangements for a dependant who is ill or injured.

“Dependant” is defined as a spouse, civil partner, child, parent or someone who lives in the same household other than an employee, lodger or tenant or someone who relies on you for help on a day-to-day basis.

The Company has no statutory obligation to pay you for time that you are absent from work. Any payment made will be at the Company’s discretion.

4.2 APPOINTMENTS

Appointments should be arranged outside normal hours whenever possible. If this is not possible, arrange a time that causes the least disruption. You can either make up the time or take it as unpaid as agreed with your Manager/Supervisor.

4.3 PUBLIC DUTIES

If you are called for Jury Service, you should inform your Manager/Supervisor. Unless attendance is very difficult, it is preferable that you attend.

You will continue to receive your salary during jury service, less any allowance paid by the Court for loss of earnings. You should claim all allowances available from the Court and forward a statement from the Court to Personnel giving the times/days you are required. You should attend work on any days or half days when the Court does not require you.

The same arrangements apply for witness attendance in the course of civic duty and in the event that you are subpoenaed or otherwise compelled by a Court to attend. However, if your attendance in Court is on a voluntary basis, you would normally be required to take the time as holiday or unpaid leave.

4.4 HOLIDAY

Your annual paid holiday entitlement is set out in your written Statement. You are entitled to eight public holidays applicable in England, in addition to your basic holiday entitlement, and you will be paid for each public holiday, these being:

- New Year’s Day
- Good Friday
- Easter Monday
- Early May Bank Holiday
- Spring Bank Holiday
- Summer Bank Holiday
- Christmas Day
- Boxing Day

If a public holiday falls within the dates of your basic holiday entitlement, you will be entitled to an additional day’s paid holiday in substitution.

To book holiday, use a holiday request form. Please do not book or pay deposits until you have approval from your Manager/Supervisor. If possible, you must give at least four weeks’ notice for a holiday of five or more consecutive days. Ten consecutive days or more will need approval from a Director. We will make every effort to accommodate your request. There is a limit on the number of people who can be away at once within a department. Holidays are booked on a first come, first served basis.

The holiday year runs from 1st January to 31st December. Basic holiday entitlement is as per your Written Statement.

Your paid holiday entitlement will be pro rata for the year you start or leave employment years. In the year you start, employment calculations for the accrual of holiday entitlement will be in accordance with a pro rata calculation and you can only take paid holiday once accrued.

You cannot carry unused holiday entitlement forward to a subsequent holiday year, unless you have been on long term sickness absence. You will not be entitled to be paid in lieu of holiday not taken in the relevant holiday year, except when your employment ends when you will be: -

- entitled to pay in lieu of any unused basic holiday entitlement (unless your employment is terminated by the Company for gross misconduct, in which case you will only be paid for any part of your statutory annual leave entitlement that remains untaken and for this purpose any public holidays for which you have been paid in the holiday year will count towards your statutory minimum entitlement);
- deducted any holiday pay taken in excess of your basic holiday entitlement or from any other money owed to you by the Company.

Payments or Deductions if Employment Ends

If your employment with the Company ends, you will be paid in lieu of any unused holiday entitlement (unless you are required to take all or part of your unused holiday entitlement during your notice period.)

4.5 SABBATICAL

Employees with over eight years' continuous paid service with the Group will

normally qualify for one month's paid leave, taken as one period, provided: -

- a sabbatical request form is completed and submitted after eight years' service (available from Personnel)
- a sabbatical request form is submitted to your Manager/Supervisor six months before the required start date stating what you will do during the sabbatical
- a sabbatical request form is authorised by Manager/Supervisor and countersigned by a Director (or the Board in the case of Directors)
- no other holiday is taken within one month before or after the sabbatical.
- if you qualify for two sabbaticals, there must be a complete holiday year (January to December) between sabbaticals
- no staff from the same department can take a sabbatical at the same time or immediately following one another
- employees write a report on their sabbatical for publication in the monthly newsletter
- a split month can be taken i.e. start on the 20th August return on 20th September.

If two or more staff request sabbaticals that overlap, the Managing Director will adjudicate. Do not book or pay deposits until full authorisation has been given.

All activities undertaken on sabbatical will be entirely at the employee's own risk. Paid employment during a sabbatical is not permitted. However, voluntary work is permitted. Should this leave be spent on a job related educational course, the Company may consider paying any fees and examination costs incurred.

This benefit is given for the time being and the Company reserves the right to amend or withdraw it, subject to the operational needs of the business.

5 ILLNESS

5.1 SICKNESS

This policy sets out the way in which the Company will manage any absence that is a result of sickness or injury and your responsibilities. The aims of the procedure are to treat everyone fairly, consistently and to maximise attendance within the Company. It does not include absence for holiday entitlement, maternity leave, parental leave, time off for public duties and time off for dependants or compassionate leave. These are covered under separate policies.

Procedure

If you are unable to attend work, please call your Manager/Supervisor/Personnel as early as possible and no later than 10.00am with details of your absence and indicate when you are likely to return. A call from someone on your behalf will only be acceptable if you are physically unable to make the call. You should keep your Manager/Supervisor/Personnel informed during your absence on a daily basis. You will be required to complete a Self Certification Form and at the discretion of your Manager/Supervisor a return to work interview may be carried out. If your incapacity lasts for eight days or more, you will be required to provide Personnel with a medical certificate from your doctor. You may be required to visit the Company's doctor/consultant at the Company's expense. This is a condition of your Company sick pay should you qualify. If you are sick on holiday, the absence will be treated as holiday unless a Director, at their discretion, confirms otherwise in writing.

Your Manager/Supervisor may wish to visit you at home to discuss, within reason, any problems you may be experiencing in returning to work. All periods of absence are monitored and any medical reports will

be kept in your personnel file. All information held will be treated in the strictest confidence and will be made available to you in accordance with the Data Protection Act.

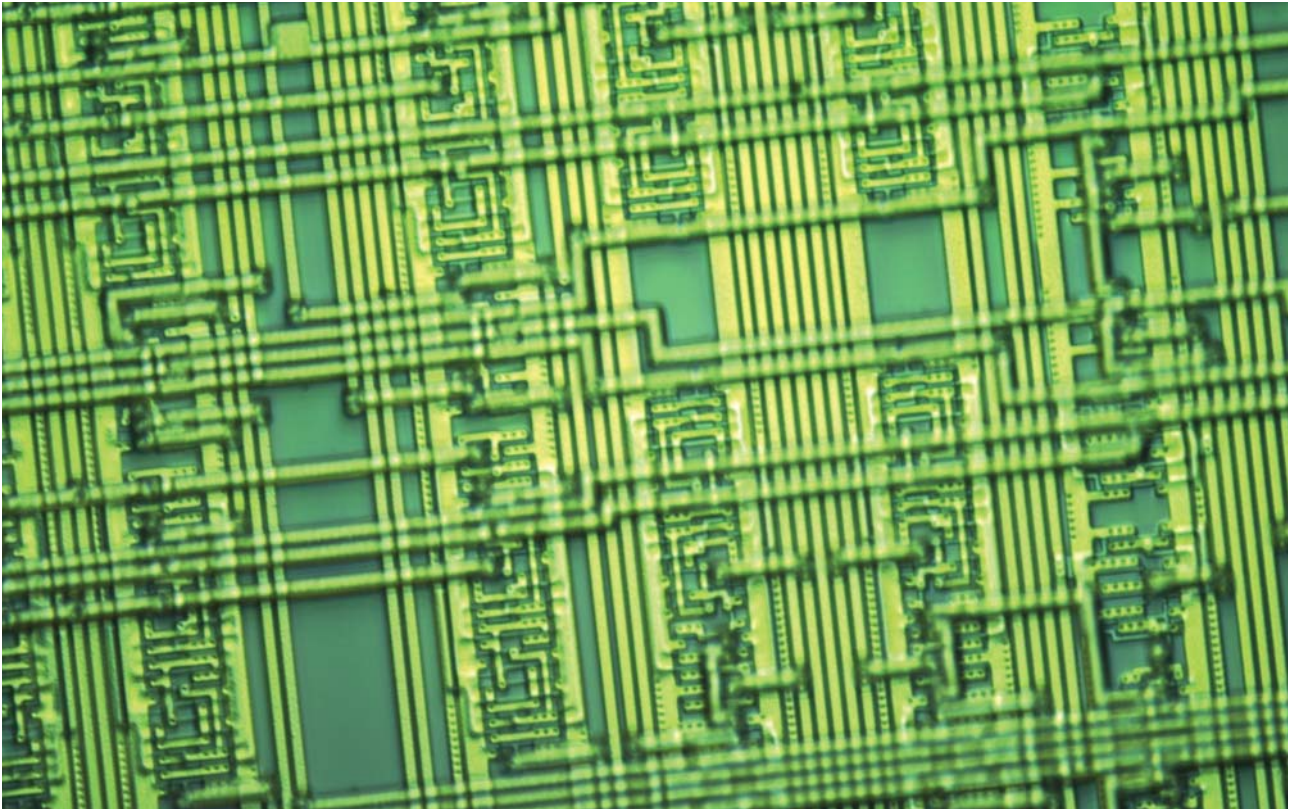
5.2 MEDICAL REPORTS

It may be necessary for the Company to request a medical report from your doctor. The Company acknowledges your right under the Access to Medical Reports Act 1988 to see any medical reports supplied to the Company.

The Company may find it necessary to seek guidance or information about you (e.g. a persistent record of sickness absence or if the Company has reasonable grounds to doubt your capacity to perform your duties) and you may be required to attend an examination by a doctor or consultant nominated by the Company. This is subject to the provisions of your rights under the Access to Medical Reports Act 1988, which are summarised below.

You are entitled to:

- withhold your consent for an application to be made to access your medical records
- see the medical report before it is supplied to the Company (you have 21 days from the date the report is requested to view it before it is sent to the Company). It is your responsibility to make the necessary arrangements with the doctor
- ask the doctor to amend any part of the report. You may attach a written statement giving your views or you may withdraw your consent to the report being supplied to the Company.



5.3 SICK PAY

The Company pays Statutory Sick Pay (SSP) for up to 28 weeks. SSP is only paid for the days on which you would normally work. However, it is not paid for the first three days; these days are known as waiting days. If you work part-time, you must still serve your three waiting days. This means you may not receive a payment at the start of your period of illness.

Eligibility

You may be eligible for Statutory Sick Pay (SSP), if:

- you have been sick for at least four or more working days in a row
- your average earnings are greater than the governments lower earnings limit for National Insurance Contributions.

If you have received SSP for a previous

period of illness within the last eight weeks, your new period of illness will link to this and be treated as one continuous period. SSP will be paid for the new period, without having to serve the three waiting days. Information on SSP can be obtained from Personnel or from www.direct.gov.co.uk

Company sick pay

When you have completed two years' continuous service, you will receive full pay (after three continuous unpaid waiting days for each period of sickness) for up to eight weeks in any rolling twelve-month period, provided:

- your medical certificate has been countersigned by the Company Occupational Health Advisor
- your absence is not due to an injury or condition arising out of an extreme or

unduly risky activity/lifestyle (sporting/recreational). N.B if you wish to pursue any 'risk' activities you should take out personal insurance against loss of earnings e.g. horse riding, parachute jumping, white water rafting, skiing etc

- your absence has not been caused through your misconduct (resulting in disciplinary procedures)
- you do not unreasonably withhold consent upon the Company requesting that you see the Company Occupational Health Advisor, who confirms that you are unfit to return to work. The Company may expect you to see the Company Occupational Health Advisor after one week of absence
- the Company will ask for your consent to obtain medical reports from your GP confirming your inability to return to work.

Company sick pay will be inclusive of your entitlement (if any) to SSP. The aggregate of Company sick pay and SSP will not exceed your normal pay. Your entitlement to Company sick pay is without prejudice to the Company's right to terminate your employment by notice before the expiry of your Company sick pay entitlement.

5.4 FREQUENT ABSENCE

Absence can be disruptive and costly to the Company. As a result, the Company monitors absence using a formula. This system is linked to the disciplinary procedure and will be invoked if an employee gains 100 points or more in a rolling 12 month period. It is not designed to penalise genuine sickness absence but to deal with frequent incidents of absence in a fair way. Unplanned sickness absence cannot be taken as holiday as it affects the score.

The formula works by calculating the number of incidents, squaring that number

and then multiplying it by the total number of days absent. The formula is:

Incidents of absence x incidents of absence x total number of days absent.

e.g.

A total of three days' absence in the last 52 weeks could give different scores as follows:

One spell of absence covering three days equals $1 \times 1 \times 3 = 3$ points

Two spells of absence covering three days equals $2 \times 2 \times 3 = 12$ points

Three spells of absence covering three days equals $3 \times 3 \times 3 = 27$ points

6 WORKING PATTERNS

6.1 FLEXIBLE WORKING POLICY

Introduction

'Flexibility' and 'flexible work' are terms used to describe a wide range of work styles and employment practices. The Company recognises that flexible working can provide benefits to both parties. As part of continuing to develop a positive working environment, the Company is committed to enabling staff to achieve an appropriate work life balance. This policy applies to all staff, regardless of length of service, grade, or personal circumstances.

Statutory provisions

If you have 26 weeks' continuous employment you have a statutory right to request a flexible working arrangement. Your manager will consider your request and can only refuse where there is a clear business reason for doing so.

Time for training

You must have worked for the Company for 26 weeks continuously to request flexible working or time off for any form of training which you believe will improve your effectiveness or the performance of the Company. Although you may request time to undertake training, there is no right to be paid where a request is agreed, nor is there any requirement for the costs of the training to be met by the Company.

How to apply

1. A request made under the Employment Rights Act 1996 and regulations must be in writing and include the following information:
 - The date of application, the change to working conditions you are seeking and when you would like the change to come into effect.

- What effect, if any, you think the requested change would have on you and how any such effect might be dealt with.
- A statement that this is a statutory request and if you have made a previous application for flexible working.

Your application

If the Company agrees to your request on the basis of your application, you will receive a letter within 28 days confirming the changes to your employment contract. The variation in contractual terms is a permanent one. You have no right to change back to your previous pattern of work, unless the application is for a specified period.

If the Company does not agree to your request or requires further information about your proposal a meeting will be arranged.

7 PROBLEMS AT WORK

7.1 POOR PERFORMANCE/CAPABILITY PROCEDURE

There may be a range of underlying causes for poor performance, such as lack of skills or resources or unsatisfactory attendance. The Company will normally follow its capability procedure, the aim of which is to improve your performance.

Principles

The Company accepts that there may be situations where you cannot achieve the standards required. Every effort will be made to understand the causes for this and find remedies which will enable you to achieve the required standards with feedback on your performance and an opportunity to improve.

A supportive and positive approach will be adopted throughout this procedure and every attempt will be made by your Supervisor/Manager to provide appropriate training, knowledge and supervision to achieve the accepted standards of performance.

In cases where it is considered that your performance, conduct, or behaviour is unacceptable and falls outside the scope of this procedure, it may be appropriate to consider the disciplinary procedure as an alternative (please see 7.2) in which case, it will be made clear. Depending on the nature, cause and seriousness of the situation, this procedure can be commenced at any stage. The timescale allowed for improvement may vary.

Procedure

Informal counselling

An informal discussion will take place to address minor issues and the causes. Appropriate arrangements will be put in place to train, support, assist, supervise and monitor performance.

Formal procedure

Investigation

The Company will investigate and look into your performance. The Company will try to discover whether you are incapable and whether there are any identifiable reasons for this at an early stage. This evidence will be gathered together and presented to you before any formal meeting.

All poor performance documents, note and records will be confidential.

First Formal Performance Meeting

Where there are major issues, or there is no improvement following an informal discussion, a formal meeting will be held. You will be advised in advance of the date, time and reason for the meeting, including any evidence or examples of unsatisfactory performance that will be discussed.

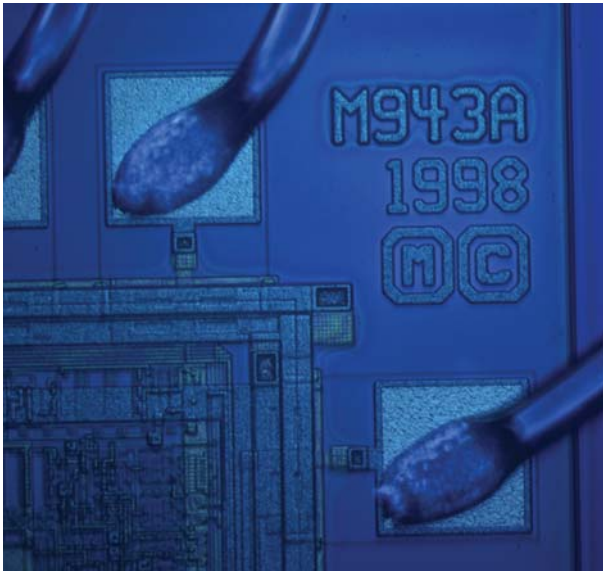
At the meeting, the areas of concern will be clearly stated with examples and you will be given the opportunity to express your point of view. If you do not give a satisfactory explanation, the following action will be taken:

- a formal written warning will be issued informing you that your employment might be at risk and
- a performance improvement plan will be drawn up and agreed with a timescale for improvement and a date set for review. Your performance will be monitored during this period.

The meeting will be documented and a formal record placed on file. A formal written performance warning will generally remain active on the employee's personnel file for a period of 12 months.

Follow Up Reviews

At the end of the review period, a further formal meeting will be held to confirm either that improvement has been achieved or that there is insufficient progress. If the



required standard has been achieved, the matter either is closed or continued performance monitoring will be put in place.

Second Formal Performance Meeting

If there is insufficient improvement, a further discussion will take place to agree a further performance improvement plan and you will be given a further period to improve. You will be formally invited to the meeting in writing. The previous warning may be reiterated or a final warning issued. The meeting will be documented and a record placed on file. A formal written performance warning will generally remain active on the employee's personnel file for a period of 12 months.

Third/Final Performance Meeting

At the end of the further review period, performance will be reviewed again. A formal meeting will be held.

You will be formally invited to the meeting in writing.

If progress has been made to the required standard, the matter is then closed or continued performance monitoring will be

put in place. It will be expected that any improvement in performance will be sustained. Please note that any deterioration in the standard of performance may reactivate this procedure.

In circumstances where you have failed to achieve the desired standards then this will be the final stage in the process. This final meeting could result in your dismissal. It may be appropriate to consider alternatives to dismissal which could involve: demotion, transfer to another department, or location on a temporary or permanent basis with any reduction in pay or status. This will be discussed with you. If this is not appropriate, you may be dismissed.

If the Company is considering dismissal or the above alternatives to dismissal, you will be given a written statement prior to the formal meeting, setting out the reasons for the proposed course of action. You will be warned that you may be dismissed in the meeting. The issues will be discussed at the meeting and you will be informed in writing of the outcome.

The right to be accompanied

The companion can be a work colleague or a trade union representative. A request to be accompanied must be reasonable. The companion does not have the right to answer questions on your behalf. They do have the right to put forward representations and sum up your case.

If the employee wishes to be represented by a trade union representative, that official must either be an employee of a trade union or must be certified by a trade union in writing as having experience or training in acting as a companion in disciplinary or grievance hearings.

Right of appeal

You may appeal against any action taken under this procedure (save informal

counselling) and such an appeal should be submitted in writing within five days of being informed of the result (clearly stating the grounds of appeal) to the Manager/Supervisor nominated by the person who has taken the action. The Manager/Supervisor nominated will hold an appeal hearing. A work colleague or trade union representative may accompany you at the appeal.

The decision reached at an appeal will be notified to you in writing and will be final.

7.2 DISCIPLINARY POLICY

The purpose of disciplinary procedures is to ensure that the Company's rules are maintained and that any alleged failure to observe the rules are fairly dealt with. These procedures will apply from the commencement of your employment. If you would like any further information, please contact Personnel.

All disciplinary matters will be dealt with without unreasonable delay and the timing and location of meetings will be reasonable.

Categories of offences

Offences under the Company's disciplinary procedures fall into three categories namely: -

- poor conduct or behaviour
- misconduct
- gross misconduct.

Misconduct

Should a possible act of misconduct occur, the following procedure will apply. Examples of different types of misconduct/gross misconduct, and how seriously they will be viewed.

Examples of Misconduct and Gross Misconduct

Examples of why disciplinary action might be taken. These lists are by no means exhaustive.

Misconduct

- bad time-keeping
- unreasonable or unexplained absence
- minor damage to the Company's property
- misuse of Company property, e.g. cars, personal use of computers during office hours
- minor breach of the Company's policies and procedures
- abusive behaviour
- misuse of the internet
- discourtesy
- the dropping of litter on or in the vicinity of the Company premises
- sub standard performance
- frequent short term absence from work. The Company monitors sickness and absence and if found unacceptable, it will be treated as misconduct (see Frequent Absence Policy 5.4).
- Swearing, shouting, or using aggressive or intemperate language or tone of voice.

Gross Misconduct

- theft
- unauthorised use or possession of the Company's property or facilities
- unauthorised acceptance of gifts from customers or suppliers
- serious damage to the Company's property or the property of any client or employee
- falsification of reports, accounts, expenses claims
- persistent unauthorised absenteeism
- misuse of the internet or downloading material
- failure to observe procedures
- refusal to carry out duties or reasonable instructions

- intoxication on Company's premises
- loss of your driving licence resulting in an inability to carry out your duties
- serious insubordination
- physical violence, bullying etc
- acts of harassment or discrimination
- Swearing, shouting, or using aggressive or intemperate language or tone of voice to a member of staff junior to them.
- Smoking including E-cigarettes on or in the vicinity of Company premises.
- knowingly withholding or providing false information either verbally or written.
- Whilst the Company will do all it can to protect you from acts of misconduct or gross misconduct it is YOUR DUTY to report any behaviour you feel unacceptable to your Manager / Supervisor / Director or Personnel Department.

Gross misconduct

In cases of gross misconduct, the employee will normally be dismissed without warnings or notice or pay in lieu of notice. In exceptional circumstances, or if there are any genuine mitigating circumstances, alternative disciplinary action may be taken.

In cases of gross misconduct, it may be appropriate to dismiss without notice for a first offence.

Process

The steps are: -

Investigation

An investigation meeting is not a disciplinary hearing; therefore the right to be accompanied does not apply. No disciplinary action will be taken against any employee until the matter has been fully investigated to establish the facts. If you

are suspended, you will be notified by your Manager/Supervisor and confirmed in writing. The suspension will be as brief as possible and kept under review. All terms and conditions of your employment will continue including pay. During the suspension, you will not be entitled to access any of the Company's premises, except by prior permission from a Director.

All disciplinary proceedings, witness statements and records will be confidential.

State the problem

Where there is a case to answer, you will be asked in writing to attend a formal disciplinary hearing. The letter will contain details of the allegations and the possible consequences, so you are able to prepare a response. Copies of any written evidence will be included with the notification. The letter will also give details of the time and place of the disciplinary hearing and confirm your right to be accompanied at the hearing. You are also entitled to call witnesses.

Hold a meeting

You will be given reasonable time to prepare. You and your companion should make every effort to attend. Your Manager/Supervisor will give you details of the complaint and go through any evidence. You can then put your case forward. You are allowed to ask questions and confer with your companion (they cannot answer questions on your behalf), present evidence and call witnesses. Advance notice should be given if you intend to call witnesses.

If you are persistently unable or unwilling to attend a disciplinary meeting without good cause, the Company will make a decision in your absence on the evidence available.

The right to be accompanied

The companion can be a work colleague or

a trade union representative. A request to be accompanied must be reasonable. The companion does not have the right to answer questions on your behalf. They do have the right to put forward representations and sum up your case.

If the employee wishes to be represented by a trade union representative, that official must either be an employee of a trade union or must be certified by a trade union in writing as having experience or training in acting as a companion in disciplinary or grievance hearings.

Decide on the appropriate action

Step 1 - Where there is a finding of misconduct, you will be given a written warning.

Step 2 - Further misconduct within a set timescale will normally result in a final warning. However, in serious cases it may be appropriate to issue an immediate final warning.

Step 3 - Further misconduct within a set timescale, or an act defined as gross misconduct will normally result in dismissal.

Outcome of meeting

You will be informed of the outcome in writing.

A warning will set out:

- the nature of the misconduct
- the improvement(s) required and the timescale
- the timescale of the warning
- the consequences of committing a further act of misconduct
- your right of appeal.

In the case of dismissal, a written confirmation will include:

- the reasons for dismissal

- the period of notice
- the termination date
- the right of appeal.

The opportunity to appeal

After any disciplinary hearing, the Company will inform you in writing of the decision and notify you that you have a right to appeal against the decision if you are not satisfied with it.

You should set out the grounds of the appeal in writing and the appeal should be heard without unreasonable delay. Wherever possible, a manager who was not involved in the case will hear the appeal. You have the right to be accompanied by a colleague or trade union representative. The Company will inform you of the outcome in writing and this decision will be final and binding.

Alternatives to a warning or dismissal

As an alternative and where appropriate in addition to a warning or dismissal for misconduct, the Company reserves the right to take any or all of the following actions:

- a change of duties within the job role and/or
- a demotion to another role and/or
- a reduction in salary/benefits commensurate with a revised role, duties or an entirely new position.

Long-term absence

Please note that long-term absence due to illness will be dealt with separately and involve an assessment of the likely future period of absence taking into account the medical condition as indicated by the medical evidence available, the relevant prognosis and any representations made by you.

7.3 GRIEVANCE PROCEDURE

It is the Company's policy to ensure that

any work related problems can be discussed openly and informally with your Manager/Supervisor. However, if the problem remains unresolved or you do not feel you are able to raise the matter with your Manager/Supervisor, there is a formal procedure for grievances or complaints:

- the written statement
- the meeting
- the appeal.

The Written Statement

In accordance with the statutory grievance procedures, set out the details of your grievance/complaint in writing and hand to a Senior Manager/Personnel.

The Meeting

You will be invited to attend a meeting to discuss your grievance. The meeting will be arranged as soon as reasonably practicable and normally within five working days of receiving your written statement. You have the right to be accompanied by a colleague or trade union representative. They will not be able to answer questions on your behalf or to otherwise represent you. If your companion is not available, a new date and time will be arranged but not in excess of five working days. At the meeting, a Manager/Supervisor will give your grievance consideration and carry out an investigation if necessary. The Company will notify you in writing of the decision.

The Appeal

If the decision is not acceptable, you have the right to appeal. Set out the grounds of your appeal in writing to a Senior Manager or Director within five working days of receiving the written decision from the first meeting. You will then be invited to attend a meeting to discuss the appeal. The same rights of accompaniment apply to the appeal meeting. After the meeting, you will be advised in writing of the Company's decision. This decision will be final.

If appropriate, workplace mediation may be considered.

7.4 "WHISTLE BLOWING" POLICY

The Company's rules are made for the overall good of the Company. They apply to all the Company's employees, and other workers, at all levels. Strict observance of the rules is important to ensure that the Company always achieves high standards and maintains its integrity in the way it conducts its business and dealings with employees and others.

If you have reason to believe that the Company's rules are being broken, it is important that you report your suspicions so that they can be properly investigated and appropriate action taken. If a breach of the rules is discovered and dealt with quickly, the damage to the Company and its business can be minimised.

The procedure below has been established to encourage and assist you to report your suspicions without fear of reprisals of any sort.

- a criminal offence has been committed, is being committed or is likely to be committed
- a person has failed, is failing or is likely to fail to comply with any legal obligation to which he or she is subject
- a miscarriage of justice has occurred, is occurring or is likely to occur
- the health or safety of any individual has been, is being or is likely to be endangered
- the environment has been, is being or is likely to be damaged
- information tending to show any matter falling within any one of the above has been, is being or is likely to be deliberately concealed.

Reporting procedure

If you believe that any breach of the Company's rules or malpractice may have taken place, or is likely to occur in the future, you are encouraged to report your

suspicious to a Director so that the matter may be investigated and appropriate action taken. You can report your suspicions verbally or in writing and you should try to provide as much information as possible in support of your suspicions. The Director to whom you report your suspicions will arrange a meeting with you to discuss your suspicions in detail. This is to enable the Director to consider how best to proceed. A person of your choice, who need not be an employee, may accompany you. Before taking any action to investigate your allegations, the Director will discuss with you the action they propose to take. You will have the opportunity to object to any action the Director proposes to take and every effort will be made to resolve your objection. At all times during and after the investigation,

your identity will be kept confidential, unless you agree otherwise in order to further any investigation. If you feel unable to report the matter to a Director, you can instead report the matter to the Company's auditors or the Company's solicitors. Details of the auditors and solicitors are given below. Your report will be communicated to the Directors, but your identity will not be disclosed without your permission. The person you made your initial report to will keep you informed of the progress of investigations and the outcome. If you are dissatisfied with the outcome, you can request a meeting with any or all the Directors, the auditors, the solicitors and your concerns will be discussed with you and, if possible, addressed.

Details of the Company's auditors and solicitors:

	Auditors (Lascar, Larasian, Corintech)	Solicitors (Employment Law)
Firm Name:	Nexia Smith & Williamson	Paris Smith
Address:	15-17 Cumberland Place Southampton SO15 2BG	1 London Road Southampton Hampshire SO15 2AE
Telephone:	023 8082 7600	023 8048 2482

8 YOUR OBLIGATIONS

8.1 CHANGES IN PERSONAL PARTICULARS

You are required to notify Personnel, in writing, of any changes to the following: -

- name, address and telephone number
- bank account details
- emergency contact details
- email address
- change in hours worked due to outside employment permitted by the Company.

Please inform Personnel or the Health & Safety Officer if you are suffering from stress or a disability; this is to enable us to carry out a risk assessment and adjust your work area if necessary. All information will be treated in confidence and in accordance with the Data Protection Act 1998.

The Company may be required by law to disclose certain information about you in the event of an actual or proposed transfer of the business to which The Transfer of Undertakings (Protection of Employment) Regulations 1981 applies. Your signature on your Written Statement constitutes your express consent to the Company supplying such information.

8.2 INVENTIONS

You agree that you have a special obligation to further the interests of the Company and its associated companies with respect to any invention created or discovered by you (or in the creation or discovery of which you have participated) in the course of your employment.

You must disclose to the Company immediately details of any discovery, invention, secret process or improvement in procedure discovered by you during your

employment. Such discoveries, inventions etc will belong to and be the absolute property of the Company or such other person, firm, company or organisation as the Company may require.

If requested by a Director (whether during or after the termination of your employment) you will at the expense of the Company:-

- give and supply all such information, data, drawings and assistance as may be necessary to enable the Company to exploit any such Inventions to the best advantage; and
- execute all documents and do all things as the Company may decide is necessary or desirable for obtaining patent or other protection for the Inventions in such parts of the world as may be specified by the Company and for vesting the same in the Company or as it may direct; and
- sign, execute or use any such instrument or thing, and generally use your name for the purpose of giving to the Company (or its nominee) all rights and title to interest in all inventions in the Company absolutely and as sole beneficial owner or in such other person, firm, company or organisation as the Company may require to give it, or its associated Company, the full benefit of the provisions of this clause; and
- both during and after termination of your employment at the Company's expense anywhere in the world and at any time promptly do everything (including executing documents) that may be required by the Directors to defend or protect for the benefit of the Company or its associated Company all inventions and the right and title of the Company or its associated Company to them.

- You hereby irrevocably authorise the Company to appoint a person to execute any documents and to do everything necessary to effect your obligations under this clause on your behalf.

8.3 INTELLECTUAL PROPERTY RIGHTS

All documentation written or generated by you in the course of your employment regarding the Company and its products is the Company's exclusive property. You shall not at any time, otherwise than in the course of your employment with the Company: -

- copy in whole or in part
- modify, merge or combine the whole or any part with any other documentation
- use in whole or in part; disclose or make the materials available in whole or in part to any third party.

You also agree to assign to the Company by way of future assignment the entire copyright.

You should take all steps necessary to protect the Company's confidential information and intellectual property rights.

You will (both during and after the termination of your employment) at the Company's request and expense anywhere in the world and at any time promptly disclose to the Company all of your work and will do everything (including executing documents) that may be required by the Board to register, assure, defend or protect the rights of the Company in all works.

You must also irrevocably authorise the Company to appoint a person to execute any documents and to do everything necessary to effect your obligations under this clause on your behalf. You will also

irrevocably and unconditionally waive in favour of the Company all moral rights conferred to you.

8.4 GIFTS/BENEFITS

You may not accept any personal gifts and/or benefit from any client, visitor, supplier or prospective client or supplier of the Company.

8.5 REFERENCE

The Company does not normally give open references. Provided the Company has your authority, a reference to a third party will be given if they apply directly. You must not give employment references for existing or ex-employees. All requests for employment references should be referred to Personnel.

8.6 CODE OF CONDUCT

You should conduct yourself in a professional manner to ensure that a first-class service is delivered at all times. This includes personal attire and language (including written communications), interaction with customers, clients, suppliers, contractors, members of the public or members of staff. Any negative feedback will be fully investigated.

8.7 DRESS CODE

The Company encourages everyone to maintain a professional personal appearance. If you are unclear on the appropriate standard of dress, you should ask your Manager/Supervisor.

Facial piercing, visible tattoos, certain styles of facial hair and extreme hairstyles are not acceptable. Your choice of dress will be commensurate with your status and the image of the Company. If the Company decides to adopt uniform clothing, you will

be expected to wear it during working hours and to maintain it in a clean condition. All clothing must be clean and pressed; this includes uniforms/white coats, if provided.

A higher standard is expected from staff who may directly deal with customers or suppliers. If operating moving machinery, hair, ties, scarves etc must be fastened.

8.8 TELEPHONE CALLS AND AUDIO DEVICES

It is important that the telephone lines are kept clear and non-essential personal calls are discouraged from office telephones and company mobiles. If it is necessary to make a personal call, please obtain permission first. You are not permitted to make international calls from the office telephones or company mobiles without permission of your Manager/Supervisor. If your mobile is also an MP3 player or if you wish to use headphones/earpieces/ earbuds for any reason, you should obtain prior permission from your Manager /Supervisor before using. Permission will not be granted during times when customers or other important visitors are on site, or if your awareness is reduced to the extent that your health and safety is compromised e.g. you cannot hear emergency alarms. Staff should only use single earpiece to assist in maintaining awareness of what is happening around you. High volumes can cause noise induced hearing loss and can be irritating to colleagues. If someone standing nearby can hear what the wearer is listening to, the volume is too loud. The devices should be kept clean and users should take measures to ensure that the devices do not become contaminated with chemicals used at work.

8.9 SMOKING

All of our workplaces (including our vehicles) are smoke-free in accordance with the Health Act 2006 and associated

regulations. All personnel and visitors have the right to a smoke-free environment. Anyone visiting our premises or using our vehicles must comply with the smoking restrictions set out in this policy. This policy does not form any part of your Written Statement of Employment and it may be amended at any time.

- **LOCATION OF BAN**

Smoking is not permitted anywhere on or near our sites. The ban applies to anything that can be smoked and includes, but is not limited to, cigarettes, electronic cigarettes, pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes. No-smoking signs are displayed at the entrances to our workplace. Anyone using our vehicles, whether as a driver or passenger, must ensure the vehicles remain smoke-free.

- **SMOKING EMPLOYEES**

The Company has a policy only to recruit non- smokers and to encourage all our personnel to quit smoking. If you smoke and fail to stop during your probationary period, it is a failure to comply with our policies. We are committed to providing you with support to help you quit. We will operate a programme of random smoke testing for all personnel. The Company will ask for your consent before the test takes place and a manager will always certify the outcome. If you have signed a contract stating you are a non-smoker and you fail the test disciplinary action may be taken.

- **BREACHES OF THE POLICY**

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

- **PROVIDING SUPPORT**

The Company actively wishes to retain and reward the personnel who do not smoke. We are committed, in so far as possible, to treating and dealing with smoking and the problems associated with smoking in a similar way to other health issues. We will provide support where possible with a view to a return to full duties. This may include:

- Referral to appropriate treatment providers, where necessary in conjunction with your GP.
- Time off work to attend treatment.
- Adjusting your duties or other support as recommended by our Occupational Health Advisor.

If you do not finish your treatment or your recovery and return to work does not go as planned, your manager will meet with you to decide what further steps to take.

- **CONFIDENTIALITY**

We aim to ensure confidentiality. However, some degree of information sharing may be necessary. If you wish to keep matters confidential from your manager and colleagues, this will be respected.

- **PERFORMANCE AND DISCIPLINARY ISSUES**

Our intention is to support all personnel to obtain good health. Depending on your progress any disciplinary or performance action may be suspended for a specified period, discontinued or restarted at any time as we see fit.

premises during your normal working hours without the consent of your Manager/Supervisor. Persistent bad timekeeping, absenteeism or unauthorised loss of working time may lead to disciplinary action. Under the Health & Safety Fire Regulations, the Company is required to account for everyone on the premises at all times.

8.11 CLEANING & HOUSEKEEPING

It is your responsibility to keep your working area clean and tidy with valuable equipment and confidential documents secured and locked away. Confidential documentation should not be removed from the premises without the permission of a Director. Any Company or personal articles in your possession (e.g. Company mobile phone, laptop) are your responsibility.

8.12 DRIVING ON COMPANY BUSINESS

You should have held a full UK/EU driving licence for three years and be over the age of 21 for insurance purposes.

Driving Licence & Insurance

You should provide the Company with a copy of your driving licence each year and complete a 'Driver Declaration' form. You may use your own vehicle for Company business if you have specific authority for the journey, your vehicle is legally roadworthy and your insurance cover is for business use.

You should notify the Company immediately if you are facing prosecution for a motoring offence or you receive points on your licence. If you lose your licence, this may result in your inability to carry out your job. If alternative work is not available, you will be dismissed. If alternative work is acceptable, your pay and benefits will be adjusted accordingly.

34 8.10 TIME KEEPING

You are required to start and finish work at the time given in your offer letter and arrive approximately five minutes before your start time. Managers and Supervisors should normally arrive ten minutes prior to their start time. You may not leave the

Use of the Company vehicles

Whilst using a Company Vehicle, the following rules apply:

- observation of statutory regulations and speed limits
- courteous and considerate driving
- compliance with procedures regarding the recording of mileage, journeys undertaken and hours of use
- purchase of correct fuel
- checking of fuel, oil, water and tyre condition etc
- smoking strictly forbidden
- authorisation from your Manager/Supervisor should a vehicle be taken home or used privately
- awareness of the 'morning after affect' when consuming alcohol
- observation of statutory guidelines on driving hours and rest breaks
- unauthorised carriage of goods/passengers
- valuables e.g. laptops, satellite navigation etc., not to be left in unattended vehicle
- vehicles kept in a clean and tidy condition
- any defects reported immediately
- drivers liable for parking fines and traffic offences
- illegal use of mobile telephones without hands free equipment.

In the Event of an Accident or Breakdown

Any accident, however minor, must be immediately reported to Accounts/Personnel so insurers are informed.

If injury is incurred, the accident must be reported within 24 hours to the local police, together with the vehicle's

Insurance Certificate, which the Company holds. Every Company vehicle has a Car Log containing information on what to do in the event of an accident or breakdown and a warning triangle.

If involved in an accident or breakdown, first responsibility is for your own and your passengers' safety. If involved in an accident with one or more other vehicles, obtain the name and address of the driver, owner, the registration number of the vehicle/s involved and insurance details of any other party. Do not admit liability or make statements to third parties, unless to the police, without first consulting the Company. An accident report must be completed at the time of an accident identifying independent witnesses. Collect evidence of the scene; sketch a map showing the positions of the vehicles, with photographs if possible.

Report an accident to the police and get an 'incident number' if:

- there is injury to anyone other than you (as the driver of the vehicle)
- there is injury to any of the following animals: goat, cattle, horse, ass, mule, pig, sheep, dog or deer. The police will notify the Forest Verderer
- there is damage to another vehicle or to property in the absence of a third party
- you believe the driver of the other vehicle may be under the influence of alcohol/drugs
- the highway is obstructed
- allegations of an offence have been made against either driver.

If any damage to a Company vehicle is proved to be your fault, you may be subject to disciplinary procedures and will be required to contribute £50 towards the cost of the excess insurance charge.

9 SECURITY

9.1 COMPANY SECURITY

An employee may be subject to disciplinary action if found in breach of Company security e.g.:

- causes serious financial loss
- causes serious breach in trust and confidence
- brings the Company into serious disrepute
- harms its public reputation.

Keys

Keys for Company vehicles, premises, cupboards, drawers etc will remain the property of the Company and are to be returned on termination of employment. The Company can request the return of keys at any time. They should always be kept in a secure place; any loss or damage should be reported immediately to a Manager/Director.

Security of the premises

Key holders are responsible for the security of the premises. Never leave the premises unsecured or loan keys to an unapproved or unauthorised member of staff or to someone who does not work for the Company. Any problems on locking-up must be reported to an appropriate person.

Right of search

The Company reserves the right to search you, your effects and your vehicle. This search will be carried out in the presence of yourself, your Manager and a Senior Manager. No accusation is being made.

9.2 COMPANY PROPERTY

Take care of Company equipment. It is not to be used for private purposes unless expressly authorised.

9.3 DATA PROTECTION

To operate effectively and fulfil its legal obligations, the Company needs to collect, maintain and use certain personal information about current, past and prospective employees, customers and suppliers. All information held will be obtained, handled, processed, transported and stored lawfully in accordance with the Data Protection Act 1998 (DPA).

The Company is committed to the eight principles of data protection as detailed in the DPA. These principles require that personal information must:

- be fairly and lawfully processed and not processed unless specific conditions are met
- be obtained for one or more specified, lawful purpose and not processed in any manner incompatible with those purposes
- be adequate, relevant and not excessive for those purposes
- be accurate and, where necessary, kept up to date
- be kept for no longer than is necessary
- be processed in accordance with the data subject's rights under the DPA
- be kept secure and protected against accidental loss, destruction or damage
- not be transferred to countries outside the European Economic Area (EEA) unless the country or territory ensures adequate protection for the rights and freedoms of the data subjects.

Compliance

In order to comply with the data protection principles, the Company will:

- observe fully all conditions regarding, the fair collection and use of personal information
- meet legal obligations to specify the purpose for which information is used

- collect and process personal information needed to fulfil operational needs or to comply with legal obligations
- ensure the quality of the personal information used
- apply strict checks to determine the length of time personal information is held
- ensure the exercise of your rights, including the right to be informed that processing is taking place, the right of access to your own information, the right to prevent processing in certain circumstances and the right to correct, rectify, block or erase incorrect information
- take appropriate technical and organisational security measures to safeguard personal information
- ensure personal information is not transferred outside the EEA without suitable safeguards.

Responsibilities

- ensure the Company complies with its data protection obligations
- ensure information is accurate, up-to-date and Personnel is informed immediately of changes
- ensure responsibility for the collection, maintenance, processing of personal information and the adherence of customers and suppliers to the Company's rules on good data protection practice.

Information about employees

The Company holds the following personal information:

- details supplied on the application form, CV and interview notes
- references received, job descriptions, Written Statements
- performance review forms and associated documents

- correspondence with employees
- disciplinary records
- medical questionnaires
- information covering periods of absence, training records and any other material considered appropriate
- bank details and financial information.

The information is used for payroll and administrative purposes. Medical questionnaires are used for the purpose of equal opportunities.

Access to information

You have the right to make an access request and you should write to Personnel. A mutually convenient time will be arranged to read the file in the presence of a Manager/Supervisor, who will take copies of any documents you may wish to take off site. If personal information is found to be incorrect, it will be amended. The Company will deal promptly with access requests and will normally respond within four weeks. If there is a reason for delay, the person making the request will be informed accordingly.

IT Communications and Monitoring

The Company provides access to various computer facilities, which are monitored.

Breach of the policy

Breach of this policy will be regarded as a disciplinary offence. Employees who consider that there has been a breach of this policy should raise the matter via the Company's formal Grievance Procedure.

9.4 EMPLOYEES' PROPERTY

You are responsible for personal property while on the Company's premises. The Company DOES NOT INSURE and will not accept responsibility for the loss or damage to personal items.

9.5 EMAIL AND INTERNET USE

The Company has an IT policy and maintains the right to monitor company emails and internet activity in and out of working hours. Do not write anything in an email that you would not write on Company headed paper. Do not generate, send or forward emails that contain explicit, offensive/obscene material, bad language or material that could be construed as sexual harassment or racial discrimination.

Personal emails must not be sent or received from the Company's account. Personal instant messaging (e.g. SKYPE) is not permitted, unless it is a requirement for your job, as authorised by your Manager.

Please remember that all information relating to our customers and business operations is confidential

General - computer viruses and basic protective measures

If you receive any suspicious software, emails, downloads or attachments you must:

- report the receipt of the email to your Manager/Supervisor
- not attempt to open or otherwise deal with the software
- under no circumstances, distribute the software.

Prohibited activities

The following activities are strictly prohibited:

- installation or removal of application software or data files to or from either the network drives or local drives
- installation of demonstration disks
- programming on any part of the Company's computer system
- introduction of any computer games software

- revealing of identification codes or passwords
- searching, surfing, logging on to or downloading personal or private material from the internet
- logging on to or downloading material from websites considered pornographic, violent or which come within the provisions of the Obscene Publications Act 1959, the Protection of Children Act 1999 or the Criminal Justice Act 1988.
- the use of unlicensed software.

Potential risks/dangers of using email

Personal email is often a more informal method of communication but this should not be the case with business emails, as they can carry significant risks. For example:

- an email is an electronic file that can be amended by the recipient; it could then be passed to a third party who would be unaware of the changes
- it is possible to libel a person in an email
- a breach of copyright will occur if a document is copied without the permission of the owner
- the sender cannot be sure who will read the email
- the sender and recipient cannot be sure when the email will be received or read
- email is a common source of importing viruses into the computer system
- the dangers of excessive informality
- emails are not confidential, even with password protection
- personal email messages must not be sent or opened in the Company's account
- the potential to create legally binding documents.

9.6 PASSWORD POLICY

This policy is to provide the guidelines necessary to create, protect and use passwords.

Examples of accounts include:

- workstation (desktop/laptop)
- network
- email system
- accounting application
- customer information database.

Note: This list is not intended to be all-inclusive; it is simply provided for reference purposes.

- password construction, lifecycle and re-use parameters will be variable according to the classification of the system or data that they are intended to protect
- passwords should not be based on well-known or easily accessible information including personal information, nor should they be words commonly found within a standard dictionary
- technical measures will be used to ensure users conform to this policy.

Password Protection Guidelines

- passwords are treated as confidential information
- under no circumstances will any member of the Company request a password without the request coming from both a representative of the IT Department and the user's Manager. Should a request be made that does not conform to this standard, immediately inform the IT Department and your Manager
- passwords are not to be transmitted electronically, such as via email. However, passwords may be used to gain remote access to Company resources via the Company's protected web site (Citrix)
- no employee will keep an unsecured written record of their password, either on paper or electronically

- do not use the "remember password" feature
- passwords used to gain access to Company systems are not to be used as passwords to access non-Company accounts or information. Similarly, passwords used to access personal, non-work related accounts are not to be used to access Company accounts
- if an employee either knows or suspects that his/her password has been compromised, it must be reported to the IT Department and the password changed immediately
- passwords used to access the network will have a maximum age of six months and a minimum age of seven days.

9.7 USE OF THE INTERNET

Access to the internet using Company computers is primarily for use as a business tool and must be treated as such. Access to the internet should be for business reasons only.

You should not download any files from the internet unless expressly authorised by management. Under no circumstances should you download any material that may be deemed offensive by a colleague or third party including pornographic, defamatory, discriminatory, bullying or harrasing material or pictures.

Subscriptions to internet services, newsgroups, and mailing lists are only permitted when the subscription is for a work-related purpose and has been authorised by management. Any other subscriptions are prohibited.

9.8 MONITORING COMMUNICATIONS

The Company reserves the right to examine and monitor the use of its information technology and communications systems, including email and internet use, to ensure this Policy is adhered to and to ensure compliance with Company rules and policies in force. Such monitoring may take

the form of the interception of communications. You expressly consent to the Company monitoring your use of its information technology and communications systems in accordance with this Policy.

You should never assume that your use of the Company's systems is private and confidential even if it is marked as such. The Company respects the privacy of its employees but employees should be aware that there may be times when emails sent by or to an employee might need to be opened by the Company. For example, if an employee is absent it may be necessary to open emails sent by or to the employee. There may also be other circumstances where emails sent to or by an employee need to be monitored and/or opened. Employees should therefore not use the Company's systems to send emails of a sensitive, confidential or private nature.

Employees should also be aware that merely deleting emails may not remove them from the Company's systems and deleted material may still be reviewed and monitored by the Company and may have to be disclosed to third parties in any legal proceedings.

In carrying out any monitoring under this Policy, the Company will act in accordance with lawful business practice and legislation in force from time to time.

DISCIPLINARY ACTION

Any breaches of this Policy will be investigated by the Company and, where appropriate, such breaches will be treated as misconduct. In such circumstances, the matter will be dealt with under the Company's Disciplinary Procedure.

Serious breaches of this Policy could amount to gross misconduct, which may result in summary dismissal without notice or pay in lieu of notice. Examples of gross misconduct are likely to include but are not

limited to, the following:

- sending emails to colleagues or third parties that contain potentially offensive or otherwise inappropriate material
- accessing pornography
- downloading pornography or any other inappropriate files onto any computer or other IT equipment owned by the Company; and
- acting in serious breach of this Policy in a way that harms the Company's information technology and communications systems (e.g. by infecting the systems with a virus).

9.9 SOCIAL NETWORKING POLICY

The Company recognizes that you may use social networking websites, blogs and similar media on your personal computer at home. However, the use of the Company internet to access personal websites is prohibited. Exceptions may be made when the Company sponsors a website for business reasons or otherwise approves a legitimate business use.

If you use personal websites at home, you are expected to refrain from presenting yourself as a representative of the Company or from portraying the Company in a negative manner. You are expected to use good judgment and discretion in when using personal websites.

You are expected to respect the privacy of other employees and clients/customers and refrain from posting photos, opinions, or other information which may portray other employees, the Company, or those in business relationships with the company in a negative manner.

Personal websites which indicate your place of employment should include disclaimers that the opinions provided do not represent the views of the Company.

The publication of confidential information is prohibited. If you are uncertain whether information is confidential, consult your supervisor or other responsible person.

You are reminded that information posted on personal websites can be viewed by members of the public, by others in the company, by customers or clients of the Company or by competitors of the Company. You are expected to be respectful and avoid disparaging remarks or images about any of these individuals or Companies.

You are expected to comply with copyright laws and avoid plagiarism. Company logos and trademarks may not be used without prior written consent.

These restrictions apply not only to your personal websites, but to postings you might make on other websites, including the personal websites of non-employees.

Failure to adhere to the established Company policies and procedures will result in disciplinary action, up to and including dismissal.

9.10 LinkedIn

The Company uses social media as a business tool and this includes professional networking sites such as LinkedIn. You may be required to use LinkedIn as part of your role in order to build and maintain a network of professional contacts including clients, prospective clients, customers, suppliers and other contacts of the Company.

Either when setting up a LinkedIn account or when modifying your account upon joining the Company, you must

- use your work email address as the primary email address.
- not associate any personal email address with the LinkedIn account.

All LinkedIn contacts who join, or who are invited to join, your account after you

commence employment shall be contacts of the Company and shall:-

- form part of the Company's database of contacts/connections;
- be confidential to the Company (and form part of the Company's confidential information).

You must agree with the Company in connection with:-

- the wording of your profile;
- profile photographs and visibility;
- membership of groups.

Upon leaving the Company, for whatever reason, you must speak to your line manager to determine what steps to take in relation to your LinkedIn Account and/or any professional networking websites they use. In the first instance, you must not make any statement on LinkedIn in connection with the termination of your employment other than as agreed with the Company. The Company reserves the right to require you to:-

- Send a message to all LinkedIn contacts that you shall be leaving and introducing an employee of the Company as the contact for the future.
- Delete all Professional Contacts of the Company;

Breach of this policy may result in disciplinary action up to and including dismissal. You may be required to remove any social media content that we consider to constitute a breach of this policy. Failure to comply with such a request may in itself result in disciplinary action.

10 HEALTH & SAFETY

10.1 HEALTH & SAFETY POLICY

The Company aims to act as a good employer and to conduct its business activities in a way that will achieve the highest possible standard of health and safety for its employees, visitors and members of the public.

The Company regards the successful management of health and safety as equal to its other business activities. All levels of management are fully committed to this policy.

The co-operation of all employees is vital for the promotion of health and safety within the Company. This will involve safety inspections, consultation with safety representatives, employee representatives and attendance of safety briefings etc.

The Company is committed to providing a healthy and safe working environment for its employees and to integrate that commitment into everyday activities. The following policy will help us fulfil our commitment to:

- ensure good communication, particularly where change occurs
- ensure full training is provided
- ensure meaningful developmental opportunities are provided
- ensure working hours and overtime are monitored
- ensure health and safety training is monitored
- ensure vigilance and support is offered should employees experience stress outside work e.g. bereavement or separation.

It is your responsibility to:

- conform to rules, procedures and training regarding safe working

- use the correct methods of work and not improvise by using methods, tools, or equipment that entail unnecessary risks
- wear the protective clothing and equipment specified when there is a legal requirement to or where the nature of the work requires it
- report unsafe plant, tools and equipment and unsafe practices or methods of work
- report any potential health and safety hazard including infectious and other diseases, accidents, injuries or concerns associated with the work place
- assist in the maintenance of good house keeping standards
- cooperate to ensure all statutory duties are complied with
- assist in the investigation of any accidents that occur.

Employees must protect their own health and safety by following policies, procedures, rules and instructions set out by the Company. The Company, where possible, will eliminate any hazards. If this is not possible, the employee must use personal protective clothing, equipment, devices and materials. The Company encourages employees to play an active role in identifying hazards and to offer suggestions or ideas to improve health and safety. To ensure that this policy continues to meet our needs, the Company will ensure it is reviewed annually.

Safety

The Company will ensure that any plant, machinery or equipment provided is safe and provide information, instruction and training. The Company will maintain its premises in a safe condition. However, employees have an obligation to look after themselves.

Consultation

The Company consults with all employees regarding health and safety. The Health & Safety Officer or management will review all issues and all employees' views are taken into account. Once the consultation process is complete, management will make the appropriate decisions.

Duty of Employees

It is duty of every employee to take reasonable care for the health and safety of him/herself and of others who may be affected by his/her acts or omissions at work. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

The following precautions should always be observed:

- do not run, indulge in horseplay or practical jokes
- do not switch on plant and equipment unless instructed to do so, and you have been adequately trained
- soldering irons, re-flow belts, furnaces, ovens, solder pots, hot air guns and hotplates are sufficiently hot as to cause burns. Use with care and in accordance with the process instructions
- always switch off equipment at the mains when carrying out maintenance work
- never attempt to free jammed equipment with your fingers, even when switched off
- always ensure ventilation equipment is used correctly
- always wash hands thoroughly before handling or consuming food/drink
- take care when reaching, lifting, using ladders etc
- be aware of your First Aid Officer and the location of the First Aid Station.

Certain materials and equipment used in

the manufacture of the Company's circuits can pose a threat to health if used incorrectly or carelessly. Wherever possible, the Company has substituted safer materials and will continue to do so. All materials used by the Company are safe if used as per instructions.

The following precautions should always be observed:

- **solder paste:** always wash hands after using solder paste and before eating or drinking. Keep solder paste smears off the skin. Wipe up spills immediately. Use gloves
- **flux:** avoid breathing the fumes. Wipe up spills immediately. Use gloves
- **solvents:** avoid breathing the fumes of any solvents
- **epoxy resins:** avoid direct skin contact, whether liquids or powder. Avoid breathing the dust from the epoxy resin conformal coating machine and always ensure the ventilator is switched on
- **"instant" glues:** wear gloves or finger cots to avoid the danger of fingers sticking together
- **air line:** do not point the airline at yourself or anybody else. Use with extreme caution
- **food storage:** store in cool cupboard and seal
- **personal protective equipment:** use appropriate PPE, i.e. goggles, respirators, gloves etc. when using certain machinery or equipment.
- **machinery:** do not wear scarves, rings and necklaces. Long hair should be tied up when operating machines
- **garden machinery:** all garden machinery should be used with the correct guards in position
- **site speed limits:** site speed limits must be observed at all times.

All accidents must be reported to your Manager/Supervisor, or Director. The

Accident Book must be completed. Regular safety audits are carried out but should you see a potential hazard, report it immediately to your Manager/Supervisor or Director.

The Supervisor/Manager is responsible for the practical application of the health and safety requirements in the areas under control. This relates to all persons on the premises.

10.2 ALCOHOL/DRUGS/SUBSTANCE ABUSE

This policy is to ensure your working environment is free from alcohol and drug misuse and to increase awareness. This policy is not intended to apply to "one-off" incidents or offences caused by alcohol or drug misuse at or outside work where there is no evidence of an ongoing problem, which may damage our reputation. We recognise some people may become dependent on alcohol or drugs and can be successfully treated. However, we will not accept it if you arrive at work under the influence of alcohol or drugs, and your ability to work is impaired.

- **IDENTIFYING A PROBLEM**

If you notice a change in a colleague's behaviour you should encourage them to speak to their manager or Personnel. If they will not seek help themselves you should speak to their manager. You should not attempt to cover up for a colleague whose work or behaviour is suffering as a result of a suspected alcohol or drug-related problem. If you believe you have an alcohol or drug-related problem you should seek specialist advice and support or speak to personnel as soon as possible.

- **ALCOHOL AND DRUGS AT WORK**

Irresponsible behaviour or offences from the misuse of alcohol or drugs may damage our reputation, business and cause a health & safety risk. You are expected to arrive at

work fit to carry out your job safely without any limitations due to the use or after effects of alcohol or drugs. You should not drink alcohol during the normal working day, at lunchtime, at other official breaks and at official work-based meetings and events. Drinking alcohol while at work without authorisation or working under the influence of alcohol may be considered serious misconduct. Any such behaviour may lead to disciplinary action. If you are prescribed medication you must seek advice from your GP about the possible effects on your ability to carry out your role. If so you must immediately inform your line manager.

- **SEARCHES**

We reserve the right to conduct searches for alcohol or prohibited drugs on our premises. (See point 9.1).

- **DRUG SCREENING**

We will operate a rolling programme of random drug testing. Drug screening will be conducted by an external provider. Arrangements will be discussed with affected members of staff at the start of each screening programme.

- **MANAGING SUSPECTED SUBSTANCE MISUSE**

If your manager believes you are suffering the effects of alcohol or drugs misuse, they will invite you to an investigatory interview. If you arrive at work and a manager believes you are under the influence of alcohol or drugs, they will contact the Personnel Department. If you agree to be referred to our Occupational Health Advisor, Personnel will make an appointment and prepare a letter of referral.

- **PROVIDING SUPPORT**

We are committed, to treating these problems in a similar way to other health issues. Support may include referral to

treatment providers, time off to attend treatment, adjusting your duties. If you do not complete your treatment, or your return to work does not go as planned, your manager will hold a meeting with you.

- **CONFIDENTIALITY**

We aim to ensure confidentiality; however, some degree of information sharing may be necessary. If you wish to keep matters confidential, this will be respected unless, you or your colleagues are at risk. The Personnel Department will encourage you to inform your manager and give you time to do so before discussing the matter.

- **PERFORMANCE AND DISCIPLINARY ISSUES**

If you agree to undertake treatment, we may decide to suspend any ongoing action, pending the outcome of treatment. Action may be suspended for a specified period, discontinued or restarted at any time as we see fit.

10.3 FIRE PRECAUTIONS AND ALARM PROCEDURES

These instructions are to be read by all personnel, fully understood and acted upon in the event of a fire or a fire drill, which happens twice a year. Familiarize yourself with the positions of all fire alarms and fire escapes.

Fire - General

As far as reasonably practicable, the Company will take steps to minimise the risk of fire. Selected Managers/Supervisors will be appointed as Fire Marshals. They will be given training in basic fire prevention measures and evacuation procedures. Fire drills will be held twice a year. Corridors, stairways, steps and other escape routes must be kept free from obstructions (such as rubbish bags, deliveries, wrappings, equipment etc),

which block the escape and/or obscure alarm equipment, extinguishers or signs indicating fire exits. Fire doors must never be propped open (with extinguishers or wedges of any kind). Any concerns you may have about fire hazards should be reported to your Manager/Supervisor or Directors, so that appropriate measures can be taken to eliminate the problem.

In the event of fire:

- on discovering a fire, go to the nearest fire alarm and break the glass
- do not panic; listen to instructions from your Manager/Supervisor
- attempts to extinguish the fire should only be made if it is safe to do so
- do not use water extinguishers on electrical fires
- only use a fire extinguisher to clear blocked escape routes
- assemble at the designated fire assembly point
- do not run or stop to collect personal belongings
- do not re-enter the building until instructed that it is safe to do so.

On hearing the alarm, leave the building by the nearest fire exit/fire escape. Assemble at the assembly point where a Manager/Supervisor will take a roll call. Do not re-enter the building until told to do so. The front of the building must be kept clear for the Fire Brigade. Managers/Supervisors, so long as it is safe to do so, will check that equipment is turned off, make sure everyone is out of their section and close all doors as they leave.

10.4 ACCIDENTS AND INJURIES AT WORK

Any accidents/injuries at work, however minor, must be reported immediately or as soon as practicable to a Supervisor/First Aider who will record details in an Accident Book. You have a duty to report to your

Manager/Supervisor any process or equipment which could lead to injury.

10.5 MANUAL HANDLING

It is the duty of the Company to avoid the need for employees to undertake manual handling operations which involve a risk of injury. An employee must take appropriate steps to reduce the risk whenever possible. The Company must assess any unavoidable hazardous manual handling.

10.6 OCCUPATIONAL HEALTH

We have the services of an Occupational Health Advisor for consultation on any health or stress related issues. If you have been absent from work for a prolonged period, the transition from illness to well-being and work can be a traumatic experience. The Occupational Health Advisor can:

- carry out environmental surveys and risk assessments and provide advice on issues relating to the workplace
- advise on rehabilitation needs
- assess the level of skill, physical and mental capacity needed for effective performance of your role
- evaluate whether there are any adverse effects in your work or working environment which may affect you
- provide advice on ergonomics
- assist in a speedy return to work with minimum stress and disruption.

If anyone is absent:

- for longer than one week
- following an accident at work
- for two weeks following any accident
- due to: vertigo, fainting, heart, neoplastic or neurological disease, stress, infectious disease, certain patterns such as alcoholism or psychiatric disorder.

It may be necessary, via negotiation, to adapt your job to suit you either temporarily or permanently, for example, hours, environment or ergonomics. This will be carried out between you, the Occupational Health Advisor, Personnel and your Manager/Supervisor. A return to work programme outlining a time frame for the build-up of hours and a reduction in activities that may hinder your recovery will be developed and regular review meetings will be set up to monitor your progress.

If you have been absent from work for longer than one week, you will be contacted regarding your health and offered appropriate help/support that may be useful either at that time or on your return to work.

If an absence from work lasts for more than one week, a visit from the Occupational Health Doctor may be beneficial. This will only be undertaken with your consent. However, if you unreasonably refuse to see the Occupational Health Doctor, the Company may remove your enhanced Company sick pay.

10.7 EYE TEST POLICY

If you use IT equipment or you are required to operate VDU/Display Screen Equipment (DSE), you are entitled to a free eyesight test and the Company may contribute to the cost of your glasses if you require them for work.

Procedure

Please ask Personnel for a form to request any eye test. You can either see a local optician free in Company time or you can see your preferred opticians and claim up to £20.00 provided you produce a receipt.

11 LEAVING THE COMPANY

11.1 RETIREMENT

Please discuss any retirement plans you may have with your Manager/Supervisor or Personnel.

11.2 REDUNDANCY

This policy sets out the arrangements that will apply if the Company needs to consider making redundancies. It is the Company's intention to provide secure, long-term employment wherever possible. However, changes in availability of work may affect staffing needs. It is our aim to minimise the affect of redundancies by offering alternative employment to staff at risk of redundancy wherever possible.

The statutory consultation obligations

In the event that the Company should contemplate making 20 or more employees redundant in a period of 90 days, the Company will comply with the specific statutory requirements by consultation.

Redeployment

In all cases of redundancy, the Company will make every reasonable effort to find a suitable alternative position. If you unreasonably refuse an offer of suitable alternative employment within the meaning of the Employment Rights Act, the entitlement to statutory redundancy payment may be jeopardised.

Volunteers

The Company will consider any applications from employees volunteering for redundancy but the Company reserves the right to refuse such applications.

Selection

If compulsory redundancies are necessary, the primary basis of selection for redundancy will be the qualifications, skills,

competencies, performance and aptitude. Disciplinary records may also be considered.

References

The Company will provide you with a suitable reference to be given to a prospective new employer and to other interested parties including Jobcentre Plus.

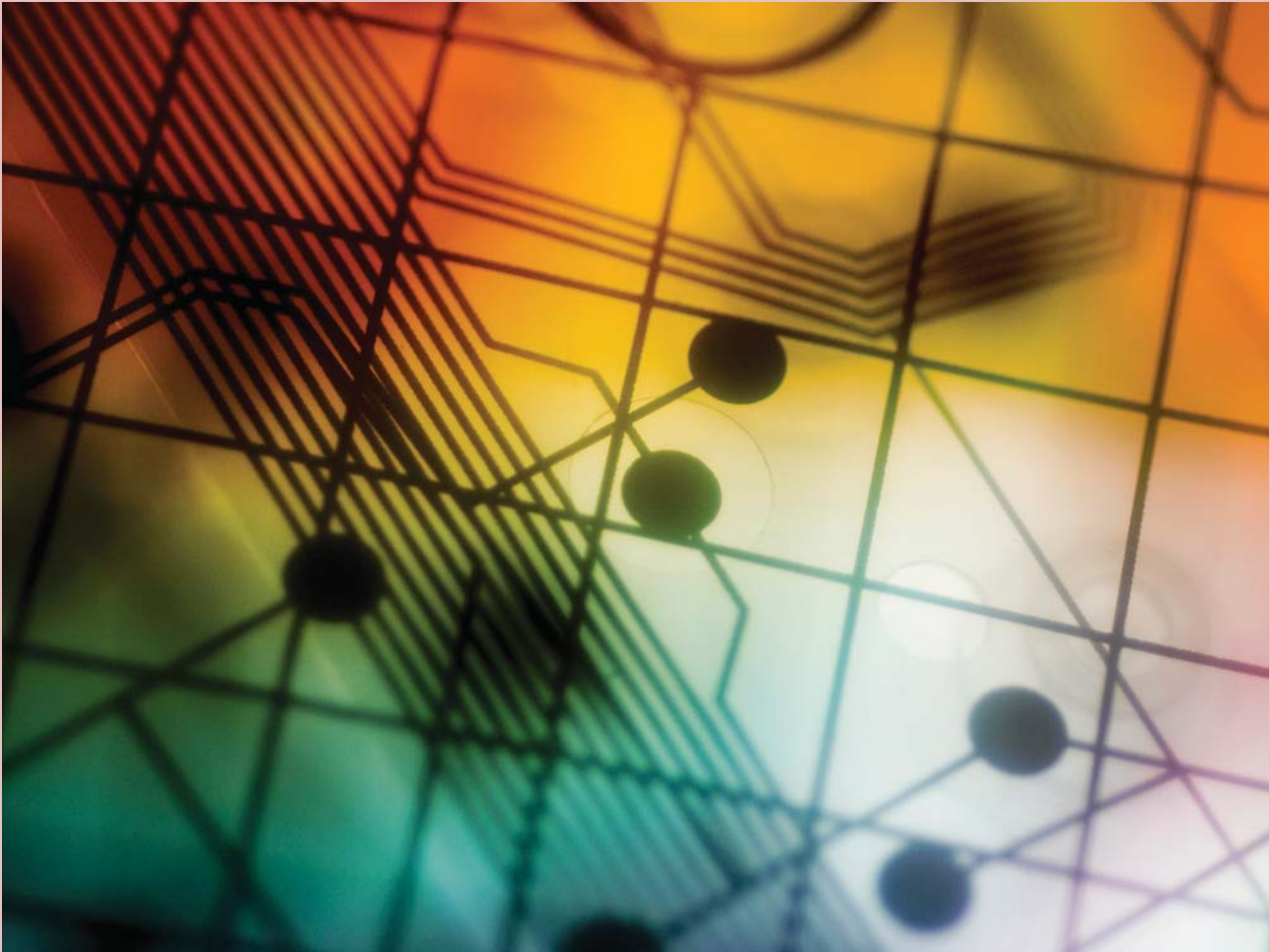
11.3 GARDEN LEAVE

You may be given notice and told that you must not attend work and that you will not be provided with work during your notice period. This is called 'garden leave' and is used to ensure you do not work for competitors as you are still covered by contractual duties (e.g. a duty of confidentiality) until the end of the notice period. You can also be brought back to work if necessary. You are entitled to your normal pay during garden leave.

11.4 GIVING NOTICE

If you wish to 'give notice' then you must do so in writing and hand it to your Manager/Supervisor. Your notice will not be treated as confirmed or be accepted unless it is in writing. Your notice period is set out in your Written Statement and you will be required to work all of your notice period unless there are exceptional circumstances. Generally, the Company will not agree to reduction of your notice period. If you request a shortened notice period and it is agreed by the Company, you will not receive any pay after your agreed termination date.

On receipt of your resignation letter, the Company will accept your resignation in writing. The letter will state your last day of work, any holiday entitlement due or monies owed and whether your notice period will be worked or the Company will make payment in lieu of notice.



12 CONTRACTUAL

12.1 CONTRACTUAL INFORMATION

Your Contract of Employment is made up of your Written Statement and this Handbook and is subject to amendments from time to time. The Company constantly reviews its terms and conditions of employment and policies to keep in line with current legislation.

Where there is a conflict between your Written Statement and the Employee Handbook, your Written Statement will prevail.

12.2 VARIATION TO TERMS AND CONDITIONS

The Company reserves the right to make reasonable changes to this Handbook and any other agreed terms and conditions of employment. Minor changes of detail (e.g. in procedures) may be made from time to time and will be effected by a general notice to employees. You will be given not less than one month's written notice before significant changes are made. Such changes will be deemed to have been accepted unless the Company receives from you an objection in writing before the expiry of the notice period.

BENEFITS TIMELINE

3 months' service	Company Pension Contribution of 3% if employee pays 3%
26 weeks' service	Entitled to request time off for training to enhance business performance Entitled to request a flexible working arrangement
2 years' service	Entitled to Full Sick Pay (after 3 waiting days) 1 additional day of paid holiday (total 29 incl Bank holidays)
4 years' service	1 additional day of paid holiday (total 30 incl Bank holidays)
5 years' service	Bronze status , 1 additional day of paid holiday on your birthday or day of joining (total 31 incl Bank holidays) Free Income Protection Insurance until age 65
6 years' service	1 additional day of paid holiday (total 32 incl Bank holidays)
8 years' service	1 month paid sabbatical (see conditions for application) Company Pension Contribution increases to 5% (employee contribution remains at 3%) 1 additional day of paid holiday (total 33 incl Bank holidays)
9 years' service	Company Pension Contribution increases to 6% if employee increases to 4%
10 years' service	Silver Status , 2nd additional days' holiday (birthday and day of joining) (total 34 incl Bank hols) 1 additional day of paid holiday (total 35 incl Bank holidays)
16 years' service	2nd 1 month paid sabbatical (see conditions for application)
20 years' service	Gold Status , a 3 day paid holiday and a non-cash gift to the value of £500 plus VAT
24 years' service	3rd 1 month paid sabbatical (see conditions for application)
30 years' service	Platinum Status , a 5 day paid holiday and a non-cash gift to the value of £1,000 plus VAT





THE LARASIAN GROUP OF COMPANIES