



**SCOLLAR
EMPLOYEE HANDBOOK**

**A GUIDE TO YOUR EMPLOYMENT WITH
SCOLLAR**

Welcome Note

Welcome to SCOLLAR

Welcome to SCOLLAR. We hope that you will find working as part of the SCOLLAR team both interesting and rewarding.

We operate in a competitive marketplace and depend on the skills of our employees to achieve our business objectives and to uphold our reputation for the quality of services.

The Company is committed to helping employees perform well in their present job roles, as well as encouraging and supporting any employees who demonstrate a desire and an ability to progress further within the business.

This Handbook has been prepared to provide you with considerable information regarding your employment. We trust you will find it both useful and informative. If there is anything you do not understand or wish to have clarified, please do not hesitate to speak to your Manager.

May I extend my welcome to you, and wish you every success for a long and enjoyable career with SCOLLAR and we hope that you will feel proud to work for the Company.

Sandra Roberts
Chief Executive Officer

Company History

Before we tell you more about the handbook, we would like to give you a brief history of the company.

The SCOLLAR Trust is a company limited by guarantee with charitable status. The SCOLLAR Trust was established in April 2004, it is a not-for-profit-making organisation.

Turnover since 2002 has been in the region of £4m. The aim of the trust, as set out in the Memorandum of Understanding, is “ to advance education, in particular, by providing and assisting with the provision of additional and/or new learning opportunities for the benefit of all learners in the area covered by the county of Essex.”

The SCOLLAR Trust works across all boundaries of public, private, business and voluntary sectors to promote its aims. Although the activities of the trust have to benefit learners in Essex, the work can be undertaken anywhere in this Country or indeed, abroad.

Introduction to this Handbook

How to Use this Handbook

This Employee Handbook has been written to provide you with information about the Company and as a guide to your employment with SCOLLAR. At the front of the Handbook you will find a contents page and you will see that the Handbook is divided into sections so you can find the information you might want as easily as possible.

Section One – Terms of Employment and Associated Information

This section gives an overview of some of the more general terms and conditions that are applicable to all employees. This is provided for information only and you should refer to your individual contract of employment to confirm your contractual terms of employment. In addition this section provides other associated information that may be of use to you.

Section Two – Company Standards

Section two gives you a guide to some of the standards we have set in the Company and some of the rules and regulations we have in place. These are necessary in order to promote a positive and effective working environment for all our employees and associates.

Section Three – Policies and Procedures

This section covers policies and procedures and you will find copies of the key policies and procedures that are applicable to your employment.

Section Four – Standard Forms

In this final section you will find copies of some of the forms you might need during your employment e.g. self-certification form, holiday booking form etc.

You should familiarise yourself with the handbook and read through all the sections. After this you may use it as an on-going reference.

This Handbook is an evolving document that will develop and change over time. Any changes will be notified to you in writing or by e-mail.

We hope you find the information of use and should you have any queries or questions about any of the topics covered in this handbook, please speak to your Manager. Your Manager is the person you report to regardless of their job title.

The information in this handbook is not contractually binding unless it is specially stated otherwise. SCOLLAR reserves the right to change company standards, rules and procedures at its complete discretion. Any changes will be notified to you.

Welcome Note.....	i
Company History.....	ii
The SCOLLAR Trust is a company limited by guarantee with charitable status. The SCOLLAR Trust was established in April 2004, it is a not-for-profit-making organisation...	ii
Introduction to this Handbook.....	iii
Section 1 – Terms of Employment and General Information	1
Introduction.....	1
References	1
Probationary Period.....	1
Pre-Employment Medical	1
Place of Work	1
Payments – Remuneration.....	1
Payslips	1
Overpayments and Errors	1
PAYE Tax Office	1
Pay Reviews.....	2
Expenses.....	2
Pension Scheme	2
Retirement	2
Holiday Entitlement	2
Absence from Work.....	2
Induction Training.....	2
Confidential Information	2
Duty to Report Misconduct.....	3
Section 2 – Company Standards and Rules.....	4
Introduction.....	4
Client Care.....	4
Personal Details	4
Personal Presentation - Appearance and Dress	4
Tidiness	5
Telephones.....	5
Personal Mobile Telephones.....	5
Mobile Telephones Issued by the Company.....	5
Company Premises and Facilities.....	5
Company Property	5
Notice Boards.....	5
Security of Personal Property	6
Security of Company Property	6
Punctuality	6
Smoking.....	6
Alcohol.....	6
Illegal Drugs and Substances	6
Facilities.....	6
Training and Development	6
Internal Vacancies.....	6
Collections and Literature Distribution	7
Receipt of Gifts or Benefits	7
Thinking of Leaving	7
Section 3 – Policies and Procedures	8
<i>DISCIPLINARY PROCEDURE</i>	9
<i>APPEAL PROCEDURE</i>	12
<i>GRIEVANCE PROCEDURE</i>	14
<i>EQUAL OPPORTUNITIES POLICY STATEMENT AND PROCEDURE</i>	16
<i>RETIREMENT PROCEDURE</i>	18
<i>HOLIDAYS AND HOLIDAY BOOKING POLICY AND PROCEDURE</i>	20
<i>ABSENCE FROM WORK – PAYMENT, NOTIFICATION AND CERTIFICATION</i> ..	21

CONTENTS PAGE

<u>Payment When Absent due to Sickness or Injury</u>	21
<u>Absence Notification Procedure</u>	21
<u>Certification and Medical Examinations</u>	22
<u>Frequent Absence</u>	23
<u>Long Term Absences</u>	23
<u>Unauthorised Absence</u>	23
<u>ABSENCE FROM WORK – OTHER REASONS</u>	25
<u>Time Off During Working Hours</u>	25
<u>Jury Service</u>	25
<u>Public Duties</u>	26
<u>ABSENCE FROM WORK – FAMILY FRIENDLY</u>	27
<u>TIME OFF FOR DEPENDANTS</u>	27
<u>PARENTAL LEAVE</u>	27
<u>FLEXIBLE WORKING</u>	28
<u>MATERNITY</u>	29
<u>PATERNITY LEAVE</u>	32
<u>ADOPTION LEAVE</u>	33
<u>TRAVEL ON COMPANY BUSINESS</u>	36
<u>COMPUTER, E-MAIL AND INTERNET POLICY</u>	37
<u>HEALTH AND SAFETY POLICY STATEMENT</u>	40
Section 4– Forms	41
SCOLLAR.....	42
SCOLLAR.....	43
Self Certification/Return from Absence Form.....	43
SCOLLAR.....	44
New Starter /Personal Details/Change Of Details Form.....	44
SCOLLAR.....	45
Training Course Booking/Repayment Form.....	45

SECTION ONE – Terms of Employment and General Information

Section 1 – Terms of Employment and General Information

Introduction

This section of the handbook gives information about some of your general terms of employment. The terms covered in this section are for information only, and you should refer to your own individual contract of employment for confirmation of any of your terms. This section also gives other information, which SCOLLAR hopes that you will find useful.

References

It is made known to all employees that employment with SCOLLAR is subject to the Company being able to obtain satisfactory references. You will therefore be asked to provide details of two referees, one of which should be your last employer.

Probationary Period

Your appointment is subject to you achieving a satisfactory level of performance and conduct during the period specified in your contract of employment. If a satisfactory level is not achieved SCOLLAR may give you notice either during or at the end of the probationary period or may extend your probationary period, and this would be confirmed to you in writing.

Pre-Employment Medical

You may be asked to attend a pre-employment medical. This is a standard medical carried out by a Doctor appointed by the Company, to ensure that you are fit to take on the responsibilities of your job. If you are asked to attend a medical, your employment with SCOLLAR will be conditional upon a satisfactory report being received from the Doctor.

Place of Work

Your normal place of work is detailed in your contract of employment. You may however, on occasions be asked to attend other locations for training or other purposes.

Payments – Remuneration

Details of how and when wages and salaries are paid are provided in your contract of employment.

Salaries are paid on the 26th day of each month. Payment is made by automatic bank transfer (BACS) into your nominated bank or building society account].

The Company reserves the right to change the method or intervals of payments giving no less than two months notice.

Payslips

When you are paid you will receive a payslip detailing your gross pay, any deductions such as tax, national insurance, any pension contributions, and your net pay.

Overpayments and Errors

Although unlikely, mistakes may occur with the calculation and payment of salaries/wages. You should always check your payslip and in the event of any discrepancy, raise the matter immediately with your Manager. In the event of SCOLLAR making an overpayment or an incorrect deduction of tax or national insurance, a deduction/adjustment will be made to your next payment. If an overpayment is not noticed for some time, the Company will reclaim the overpayment by making deductions from your salary over a period of time and at a rate agreed with you.

PAYE Tax Office

SECTION ONE – Terms of Employment and General Information

The Company's PAYE information and contact details are available through Southend-on-Sea Borough Council payroll department.

Pay Reviews

SCOLLAR reviews salaries on an annual basis. In considering the pay review the Company takes into consideration the current cost of living, the overall performance of the business during the previous 12 months and any other relevant commercial considerations. The Company cannot therefore guarantee that there will be an increase each year. If an increase is awarded this will be effective from 1st April each year.

Expenses

The Company will reimburse you for any expenses reasonably incurred in the course of your employment. You should claim expenses by completing an expenses claim form, which should be submitted to the Accounts Department during the second week of each month. Appropriate receipts must accompany all expense claims and the Company reserves the right to withhold payment or refuse payment where receipts are not provided.

Pension Scheme

The Company provides all employees with access to the Essex Pension Scheme, which is operated through Southend-on-Sea Borough Council payroll department. If you are interested in joining the Scheme you should speak to your Manager.

Retirement

The Company's retirement age, for men and women is 65 years of age. You will therefore retire and employment will terminate on the last day of the calendar month in which your 65th birthday falls. The Company will notify you of retirement at least six months (but not more than one year) before your retirement date. You may request to work past the age of 65 and in this case you should put your request in writing to your manager at least three months before your retirement date.

Holiday Entitlement

The Company policy and procedure on holidays, including the booking of holidays is detailed in section three of this handbook under Holiday Procedure. You will also find details of holiday entitlement in your contract of employment. The procedures and limitations on holidays are required in order to ensure that the business operates effectively.

Absence from Work

The Company policy and procedure on absence is detailed under section three of this handbook.

You will find details relating to any entitlement to payment if absent due to sickness or injury in your individual contract of employment.

Induction Training

When you first join SCOLLAR you will be guided through an induction programme. This induction is designed to help you familiarise yourself with your surroundings and your colleagues, and to help you settle into the Company. The Induction also provides you with important information regarding your employment and will include details about your terms of employment, health and safety, company policies and procedures, and facilities available to employees.

Confidential Information

During your employment with SCOLLAR you will be provided with and will have access to information relating to the Company, its customers, or suppliers, which is considered to be confidential. Examples include sales figures, margins, client details, working methods, documentation, financial information, business practice etc (this list is not exhaustive). You are expressly forbidden to disclose any such

SECTION ONE – Terms of Employment and General Information

information, either verbally or in writing to any person or company, or to make use of such information without the written authorisation of the Chief Executive Officer of SCOLLAR. This restriction applies both during and after your employment.

Duty to Report Misconduct

Should any matters of concern come to your attention you must report them immediately to your Manager. SCOLLAR sees it as your duty to report any acts of misconduct, dishonesty or breach of Company rules committed, contemplated, or discussed by any other member of staff or third party.

Section 2 – Company Standards and Rules

Introduction

No group of people can work together in harmony without a clearly defined set of rules and standards. Their purpose is to make sure SCOLLAR runs efficiently and to provide a safe and pleasant atmosphere in which to work. This section gives details of some of the rules, regulations and standards that aim to support these objectives.

SCOLLAR reserves the right to change or amend the standards or rules as may be required to facilitate the continued efficiency of the business and the well being of employees. Any changes or introduction of new standards will be advised to you.

Client Care

The Company aims to deliver the highest level of customer care and service at all times. Client care is important when you are dealing with both external and internal customers. Whether dealing with them face to face, on the telephone or handling paperwork or correspondence, you are representing both the Company and your department. You should always be polite and professional, and if in doubt always treat clients and colleagues, as you would want to be treated.

Personal Details

When you first join SCOLLAR you will be asked to provide personal details that we require for our records. You should advise the Company, in writing, of any changes in your details. Periodically SCOLLAR may ask you to confirm your details to ensure records are up-to-date and complete. It is expected that you have given correct details and it is a disciplinary offence to provide false information.

Generally the information that we ask for is:

- Name, home address and telephone number.
- Information required for payroll and tax purposes.
- Bank details.
- Next of kin and/or emergency contact names.
- Proof of your eligibility to work in the UK (e.g. passport or other acceptable documentation).
- Proof of qualifications or memberships of relevant societies.
- A copy of your driving licence if you are a company vehicle driver or may drive a company vehicle.

You may also have been asked to complete a Criminal Record Bureau (CRB) disclosure form, to provide further information required for our records.

The information provided is held in each employee's personnel file. Information required for payroll purposes is forwarded to the payroll/accounts department. Information and files are kept confidentially and in line with the Data Protection Act 1998. You may ask to see the content of your file and any requests should be put in writing to your Manager.

Personal Presentation - Appearance and Dress

You should ensure that your appearance and dress is appropriate for the environment in which you work and the people with whom you have contact.

In most cases "business-like" dress will be appropriate. However, the aim should be to always project an efficient image through a clean and tidy appearance.

Managers will be responsible for giving guidelines to their staff on their standards of dress.

SCOLLAR reserves the right to ask you to return home to change if the Company believes your dress or appearance is inappropriate for the environment in which you are working and, if necessary, may deal with breaches of the policy through the disciplinary procedure. You will either be asked to make up the time if you are asked to return home or, alternatively, the Company may deduct a payment from your salary for the working time that is lost.

SECTION TWO – Company Standards and Rules

Tidiness

Wherever you work in SCOLLAR, you should ensure that your working area is kept clean and tidy, and free from litter and rubbish. As well as it being safe practice, it also provides a more pleasant working environment for everyone.

Telephones

Generally you should not make personal calls using the Company telephones. If however you need to make a call you should ask permission beforehand.

You should discourage friends and family from making incoming calls to you. Where emergency incoming calls are received, every effort will be made to ensure that any message is passed on to you but SCOLLAR cannot accept liability in this matter.

Personal Mobile Telephones

Generally you should not make or receive calls or text messages on your personal mobile telephone during working hours. If you need to make a call on your mobile telephone during the day, you should speak to your Manager beforehand. SCOLLAR reserves the right to ask employees to turn off mobile phones during working hours.

Mobile Telephones Issued by the Company

The Company may issue you with a mobile telephone if this is required in order for you to keep in contact with the Company or clients. The mobile should not generally be used for personal calls and if excessive calls (for example more than 30 minutes per month) are made on the mobile you will be asked to reimburse the Company and SCOLLAR reserves the right to make a deduction from your salary for such calls. If your mobile phone is lost or stolen you must report it to SCOLLAR and also to the local police.

Company Premises and Facilities

You must not use the Company's premises, equipment or services for your own personal needs. The facilities have been provided to enable employees to carry out their duties. You must not use the Company's address, stationery, fax, or mailing services for personal correspondence.

Company Property

All copies, notes, extracts, records, equipment, and computer software storage material relating to SCOLLAR are the property of the Company. All property belonging to SCOLLAR shall be returned at any time upon demand and, in any event, upon you leaving the employment of the Company.

Notice Boards

There is an official notice board located in the Chief Executive's office. The notice board displays important notices and items of interest. Approval must be obtained from your Manager before notices are displayed and notices may only be removed by authorised personnel.

SECTION TWO – Company Standards and Rules

Security of Personal Property

You should ensure that bags, wallets, and other personal property are not left unattended in offices and elsewhere. The Company will not normally accept liability or make any reimbursement for loss or damage to personal property whilst on Company premises. You are advised not to bring unnecessary sums of money or valuables into work. Lost or found items should be reported to your Manager.

Security of Company Property

SCOLLAR reserves the right to carry out spot checks on employees and their vehicles at any time whilst on Company property. Spot checks may include searching employee's bags, personal belonging, or clothing. Any search will be carried out by a Senior Manager with a witness present.

Punctuality

You are expected to be punctual, arriving at your place of work and ready to work, at the specified time. It is however recognised that there may be occasions or circumstances which arise from time to time which prevent you from doing so. Should you arrive late for work you must immediately report to your Manager and explain your reasons. It must be pointed out that persistent lateness may be dealt with through the disciplinary procedure.

Smoking

SCOLLAR operate a no-smoking policy. Smoking is not allowed within the building or within 10 metres of the building.

Alcohol

Alcohol should not generally be brought on to Company premises. Anyone found to be under the influence of alcohol to a degree where it adversely affects their performance, will be sent home and dealt with through the disciplinary procedure. Being under the influence of alcohol during working hours may be considered to be gross misconduct.

Illegal Drugs and Substances

Illegal drugs or substances must not be brought on to Company premises at any time. Anyone found in possession, or under the influence of, illegal drugs or other substances (e.g. glue or other solvents) will be sent home and dealt with through the disciplinary procedure. Such offences are considered to be gross misconduct.

Facilities

There are tea and coffee making facilities for use by all employees. You may use these facilities during breaks, but you are asked to keep these areas tidy in order that all employees may enjoy them.

Training and Development

SCOLLAR is committed to supporting employees to develop skills and knowledge that will benefit both the employee and the Company. The Company may therefore pay for training or further education courses or sponsor employees in achieving recognised qualifications in appropriate fields.

Before authorising any courses SCOLLAR will require you to complete a Training Form. In some cases SCOLLAR may require you to reimburse the Company for the cost of such courses or training should you leave the Company within a specified period of attending the course or training. If this is the case this will be detailed on the training form and you will be asked to sign the form to confirm your acceptance of this.

Internal Vacancies

SCOLLAR encourage employees to progress within the business and generally will advertise any vacancies internally. Internal vacancy notices will either be displayed on the notice board or will be

SECTION TWO – Company Standards and Rules

distributed by internal e-mail. Generally you must have been employed by the Company for a full year before internal application will be considered (for promotion or changing departments). SCOLLAR may simultaneously advertise externally and there may also be occasions where the Company believes it is inappropriate to advertise internally and reserves the right not to do so at its absolute discretion.

Collections and Literature Distribution

The permission of your Manager must be obtained prior to the collection of money for charities, sweepstakes, prize draws, mail order clubs, private savings, or political purposes and prior to the distribution of any literature. To protect all employees, the Manager may withhold permission if the collection or distribution is considered to be inappropriate.

Receipt of Gifts or Benefits

You should not encourage the tendering of gifts or other benefits from suppliers, contractors, or customers and they should not be received at your home address. However, when such gifts or any benefit are received you should immediately notify your Manager. The notification is a precautionary measure to ensure that gifts or benefits are appropriate and to ensure that there is no misunderstanding regarding gifts sent to employees. All gifts and benefits must therefore be disclosed.

Gifts and benefits include: physical gifts (e.g. bottles of wine, chocolates etc), invitations to events including corporate events, discounts or free items, entertainment of any kind.

Thinking of Leaving

Before you make your decision, please discuss it with your Manager. You may find this to be worthwhile because, whether the reason is personal or work-related, an alternative course of action may be found which would enable you to stay with SCOLLAR.

SECTION THREE – Policies and Procedures

Section 3 – Policies and Procedures

Introduction

This policies and procedures section contains some of the key policies relating to your employment with SCOLLAR. Should you have any queries about these, please do not hesitate to speak to your Manager.

The following policies and procedures have been provided:

Disciplinary Procedure

Grievance Procedure

Equal Opportunities Policy

Retirement Procedure

Holiday Overview and Booking Procedure

Absence from Work (Payment, Notification and Certification)

Absence from Work (Other Reasons)

- Time off during working hours
- Compassionate Leave
- Bereavement Leave
- Jury Service
- Public Duties

Absence from Work (Family Policies)

- Time off for Dependents
- Parental Leave
- Flexible Working
- Maternity
- Paternity
- Adoption Leave

Travel on Company Business / Company Vehicle Policy

Computers, E-mail and Internet Policy

Health and Safety Policy Statement

Note: SCOLLAR's decision as to the interpretation and operation of the policies and procedures in this handbook is final. The policies and procedures are not contractual unless specifically stated otherwise. SCOLLAR reserves the right to vary or amend policies and procedures at its discretion. Employees will be notified of any amendments in writing or by e-mail.

SECTION THREE – Policies and Procedures

Disciplinary Procedure

The Company's disciplinary procedure aims to help and encourage all employees achieve and maintain acceptable standards of conduct, attendance and job performance. The procedure is necessary for both the Company and employees. It enables the Company to address consistently and fairly any matters relating to unacceptable performance or conduct. The procedure does not form part of the contract of employment. The procedure generally applies to all employees who have completed their probationary period.

Failure to meet standards of conduct or performance by an employee may, initially, be brought to the employee's attention by their Manager in informal conversations, if this is appropriate.

Where matters cannot be dealt with informally or informal discussions have failed to correct behaviour or conduct, disciplinary action may need to be considered. In all cases where disciplinary action is being considered, no decision will be reached, and no disciplinary action will be taken, until such time as the employee has been given the opportunity to state their case and to offer explanations (and the matter has been fully investigated).

Therefore in all instances where disciplinary action is being contemplated a formal disciplinary meeting will be held and the employee will be invited to attend this meeting.

Depending on the seriousness of the case, the disciplinary procedure may be entered into at any of the stages outlined below. Except in cases of gross misconduct, dismissal will not be the first step.

Reason for Disciplinary Meeting and Notice of the Meeting

Employees will be invited to attend a formal disciplinary meeting in writing and will be given a minimum of 24 hours notice of any meeting.

Employees will be advised of the reason why the disciplinary meeting is to be held and the allegations that have been made against them. Where possible, any supporting documentation or information will be provided prior to the meeting. Where this is not possible, or there is no documentation, this will be advised to the employee.

The Employee's Right to be Accompanied

The employee is entitled to be accompanied at a disciplinary meeting by a fellow employee or a trade union official. The employee should inform the Company who their chosen companion is, prior to the meeting. If the employee's chosen companion is not available at the time proposed for the meeting, the employee may delay the meeting provided that they propose an alternative time. The alternative time must fall within five working days of the date of the original meeting and must be at a time that is reasonable.

The Disciplinary Meeting

A disciplinary meeting will generally be conducted by the employees line Manager who will be accompanied at the meeting by another Manager or senior person from the Company or someone acting on behalf of the Company. If the employees line Manager is not available the meeting may be conducted by an alternative Manager or senior person from the Company.

During the meeting the employee will be given every opportunity to answer any allegations and set out their side of events before any decision is taken. Further investigation may be carried out following the meeting if this is appropriate.

If it is decided, following the meeting and having considered all the circumstances, that disciplinary action is appropriate then action may be taken as outlined below:

SECTION THREE – Policies and Procedures

Stages of the Disciplinary Procedure

Stage 1 – Verbal Warning

If conduct or performance does not meet acceptable standards, employees will normally be given a formal verbal warning. A note of the warning will be kept on the employee's personnel file, and may be confirmed to the employee in writing.

Stage 2 - Written Warning

If there is a repetition of the conduct, or unacceptable performance continues (for which a verbal warning has been given), or the offence or poor performance is more serious, a Written Warning will be given. This will be confirmed to the employee in writing detailing the complaint, the improvements required and, if appropriate, the time-scales for review. It will warn that action under Stage 3 will be considered if there is no satisfactory improvement and will advise of the right to appeal. A copy of this warning will be held on the employee's personnel file.

Stage 3 - Final Written Warning

If there is a repetition of the conduct, or unacceptable performance continues (for which a Written Warning has been given), or if the misconduct or performance is sufficiently serious to warrant only one written warning, a Final Written Warning will be given. Again this will be confirmed to the employee in writing, as above. It will warn the employee that dismissal will result if there is no satisfactory improvement or if there is a repetition of the misconduct, and will advise of the right to appeal.

Stage 4 – Dismissal

If conduct or performance is still unsatisfactory and the employee fails to reach the prescribed standards, dismissal will normally result. This will first be discussed with the employee. This decision will then be confirmed in writing, detailing the person to whom any appeal should be made.

Note: Warnings will be recorded on the employee's file but will be disregarded for disciplinary purposes after a period of six months, subject to continuous satisfactory conduct or performance, unless otherwise stated in warning letters. In exceptional circumstances, where repeated conduct could not be tolerated in the future, written warnings may be placed for longer periods or permanently on file. In such cases employees will be advised of this in writing.

Suspension

An employee may be suspended from work in order to allow the Company to carry out or conclude an investigation. Suspension is not a disciplinary sanction or action and will normally only be considered where the matter to be investigated is thought to involve serious misconduct; an investigation may be hindered if the employee were in attendance at work; where relationships have broken down; or where there is a risk to the Company or individuals.

The decision to suspend will be confirmed in writing as soon as possible after suspension. The period of suspension will depend on the nature and time involved in completing the investigation. If an employee is suspended they will continue to receive their normal basic wage/salary for the period of suspension.

Alternatively the Company may move an employee to an alternative department or work area whilst an investigation is carried out or completed. This is not a disciplinary sanction and would only be implemented on a short-term basis to allow the investigation to be completed. The decision to suspend or move an employee will be at the complete discretion of the Company.

Demotion and Re-Allocation

In certain circumstances, depending on the nature and reason for the disciplinary action, an employee may be demoted or moved to another department/area as part of the disciplinary action and as a disciplinary sanction. Any demotion or re-allocation will result in an adjustment to terms and conditions of employment (relevant to the position the employee is being moved to).

A decision to demote will generally be as an alternative to dismissal.

SECTION THREE – Policies and Procedures

Investigation

The investigation into a potential disciplinary matter will vary depending on the allegations and nature of the misconduct or poor performance. Investigation may include speaking to other employees, reviewing records or documentation. In addition if the employee has any specific areas that they wish to investigate these will be considered.

Gross Misconduct – Summary Dismissal

Generally, gross misconduct includes any serious breach of conduct or duty that brings the Company into disrepute, or actions that are inconsistent with the relationship of trust and confidence required between the Company and its employees.

If the Company, after conducting an investigation and holding a disciplinary meeting with the employee, is satisfied that gross misconduct has occurred, the result will normally be dismissal without notice or a payment in lieu of notice.

The following list, which is not exhaustive, outlines offences that are normally regarded as gross misconduct:

Theft; fraud; deliberate falsification of records and information; fighting or assault on another person; serious breach of the Company's computer/internet/e-mail policy; unauthorised absence; being on Company or Client property/site under the influence of alcohol or illegal drugs; deliberate or negligent damage to property (Company or Client property); serious acts of insubordination; communicating confidential information outside the Company; any serious breach of Health and Safety rules; and acts of harassment or bullying; any acts of discrimination or non-compliance with the Company's policy on equal opportunities; deliberately downloading or forwarding via the Company computer systems, discriminative material of a terrorist nature; action or conduct that may place SCOLLAR or its partners into disrepute. [

SECTION THREE – Policies and Procedures

Appeal Procedure

Right of Appeal and Appeal Procedure

At each stage of the Disciplinary Procedure, all employees have the right to appeal against any disciplinary action or sanction taken against them. Employees have the right to be accompanied by a fellow employee or trade union official at appeal meetings. The Appeal Procedure is outlined below.

Appeal against a Warning

- An appeal against a warning should be made in writing, setting out the reasons for appealing against the warning, within five working days of the disciplinary action.
- An appeal against a warning should be made in writing to a director of SCOLLAR.
- An appeal against other disciplinary action (e.g. demotion or transfer), should be advised as soon as is reasonable practicable, and ideally within five working days and in writing.
- The employee will be asked to attend an appeal meeting. This will normally be within ten working days of the appeal, but may be longer if circumstances demand.
- After the appeal meeting the employee will be informed of the decision in writing within five working days of the meeting.

Appeal against Dismissal

- An appeal against dismissal should be made as soon as is practicable and ideally in writing, setting out the reasons for the appeal.
- An appeal against dismissal should be made to a director, ideally within five working days, or as soon as possible without undue delay.
- The employee will be invited to attend an appeal meeting. This will normally be held within ten working days of the appeal being raised, but may be longer if circumstances demand.
- After the appeal meeting, the employee will be informed of the decision in writing within five working days of the meeting. The director's decision is final.

SECTION THREE – Policies and Procedures

Dismissal Procedure

Mandatory Procedure – Other Types of Dismissal or Termination

The Company will follow the disciplinary procedure as outlined above in cases where disciplinary action is being considered.

There may however be other situations, which are not best described as 'disciplinary', but where the Company is contemplating dismissal, ending employment, or taking action short of dismissal. Such situations may include: termination of employment at the end of a fixed term contract; individual redundancy situation; demotion; termination due to ill health; or other reasons (not related to performance or conduct).

In any such case the Company will comply with the minimum standards as set out by legislation. The mandatory procedures (which are incorporated in the full Company disciplinary procedure above) will include:

- The Company will set out in writing to the employee the reasons for considering action (dismissal or action short of dismissal) and send a copy to the employee and invite the employee to attend a meeting to discuss the matter (the employee may be accompanied at the meeting – see above).
- A meeting will be held to discuss the matter before action is taken. Any action to be taken (e.g. disciplinary, dismissal, demotion) will then be confirmed in writing to the employee
- The employee must take all reasonable steps to attend the meeting
- The employee may appeal against any action (see appeal procedure above).
- If the employee does appeal they will be invited to attend an appeal meeting and must take all reasonable steps to attend the meeting (the employee may be accompanied at the meeting – see above). After the appeal meeting the decision will be advised to the employee in writing.

In very rare circumstances, and generally where the Company is prevented from continuing to employ an employee (e.g. the employee does not have the right to work in the UK), dismissal may take place before a meeting is held with an employee. In such cases, the employee will be advised in writing of the reasons why the decision was taken, and will be given an opportunity to appeal against the decision, and attend an appeal meeting, as outlined above.

If an employee wishes to raise a grievance rather than or in addition to appealing against a disciplinary matter/decision, they should follow the grievance procedure as outlined below.

Note: The disciplinary procedure, dismissal procedure and appeal procedure do not form part of the contract of employment.

SECTION THREE – Policies and Procedures

Grievance Procedure

The aim of the Company's Grievance Procedure is to resolve concerns that employees may have about their job, working conditions or any other issue relating to their employment. The objective is to resolve issues quickly and to the satisfaction of both parties.

Informal Procedure

Most grievances are best resolved informally in discussions with the employee's Manager. If an employee has a grievance relating to any aspect of their job, working environment or the conditions of employment, they should speak to their Manager on the day on which the grievance occurs or as soon as possible thereafter. If necessary, the situation will be investigated and the outcome will be discussed with the employee.

Formal Procedure – Stage One

If the grievance cannot be resolved informally or the employee does not wish to pursue the informal route, the employee should put their grievance in writing to their Manager, setting out their grievance as fully as possible. If the grievance is against the employee's own Manager, they should send their grievance to a director.

The employee will then be invited to a meeting to discuss the grievance, and may be accompanied by a work colleague or trade union official during the meeting.

The employee must make all reasonable steps to attend the meeting.

The Manager (or director) will respond to the grievance in writing within five working days of the meeting.

The employee may appeal against any decision by following general appeal procedure or stage two of the grievance procedure procedures (below):

Final Stage – Stage Two

If the grievance has been dealt with by the employees Manager in stage one, and the employee is not satisfied with the outcome, they should write to a director, again giving details of their grievance and explaining why the matter remains unresolved. They will then be invited to attend a further meeting with a director to discuss the grievance. A work colleague or trade union official may accompany the employee at this meeting. The director will respond to the employee's grievance in writing within five working days of the meeting. The director's decision is final.

Grievance Meeting

If an employee wishes to be accompanied at a grievance meeting they should inform the Company of who their chosen companion is, prior to the meeting. If their chosen companion (work colleague or trade union official) is not available, the employee may ask for the meeting to be postponed by up to five working days and should suggest an alternative time for the meeting.

SECTION THREE – Policies and Procedures

Mandatory Grievance Procedure

Employees should endeavour to follow the grievance procedure as outlined in all situations where they have a grievance.

In all cases where a grievance cannot be resolved informally, employees must use the grievance procedure set out above or the minimum procedure relating to grievances as set out by legislation. The minimum procedure requires:

- The employee to set out their grievance in writing and send a copy to the Company.
- The employee will be invited to attend a meeting to discuss the matter. An employee can be accompanied at the meeting (see above).
- The employee must take all reasonable steps to attend the meeting.
- After the meeting the Company will inform the employee of the decision as to their response to the grievance.
- If the employee is not satisfied with the decision, they may appeal against the decision (also see appeal procedure above).
- If an employee does wish to appeal they must inform the Company.
- The employee will then be invited to attend an appeal meeting and may be accompanied at the meeting (see above).
- The employee must take all reasonable steps to attend the meeting.
- After the appeal meeting the Company will inform the employee of their final decision.

Employees should ideally raise grievances during employment, but an employee may raise a grievance after they have left the Company.

In rare circumstances, (e.g. when the employee has already left the employment and cannot attend meetings or where the employee and Company agree in writing), a modified procedure may be appropriate. This will require:

- The employee to set out their grievance in writing and send a copy to the Company, detailing the grievance and the basis for it.
- The Company will set out its response in writing and send a copy of it to the employee.

Note: The grievance procedure does not form part of the contract of employment.

SECTION THREE – Policies and Procedures

Equal Opportunities Policy Statement And Procedure

Introduction

The Company's Equal Opportunities Policy is applicable to all employees, workers and contractors. The Company is committed to a policy of equal opportunity and non-discrimination, and will not tolerate action or behaviour that is contrary to this policy.

Breaches of the Company's Equal Opportunities Policy by employees will be dealt with through the disciplinary procedure and may be considered to be gross misconduct. Breaches by workers or contractors may be grounds for the Company to withdraw work or terminate contracts for services or similar.

This documents sets out the Company's policy and objectives with regard to equality of opportunity. A complaints procedure has also been included to allow any employee, worker or contractor to raise concerns about discrimination or harassment, in order that any such complaint may be addressed quickly and appropriately.

Policy Statement

At all times, the Company aims to:

- Select, recruit, develop and promote the very best people, basing judgement solely on suitability for the job.
- Ensure all applicants and employees receive fair and equal treatment irrespective of sex, marital status, hours they work (part-time), fixed term contract status, nationality, colour, race, age, national origin, religion, belief, sexual orientation or disability.
- Maintain a working environment free from harassment and intimidation.
- Ensure that existing and new legislative Acts based on statutory rights to equal treatment are adhered to.
- Deal speedily and effectively with any complaints of alleged discrimination and/or harassment, ensuring all complaints are fully investigated and that remedial action is taken where necessary.

What is Discrimination?

Discrimination can take the form of direct or indirect discrimination. Detailed below are brief definitions. The definitions are for general guidance only in the context of this policy statement.

Direct discrimination is where a person is treated less favourably than another and the reason for this is due to one of the prohibited grounds (i.e. sex, marital status, nationality, part-time or fixed term contract status, colour, race, age, national origin, religion, belief, sexual orientation or disability).

Examples of direct discrimination would be:

- where a part-time employee is paid a lower rate of pay (on a pro-rata hourly basis) than a full time employee carrying out the same job. **Or**
- where a female employee is not given the opportunity to apply for promotion, but male colleagues are.

Indirect discrimination is where **a condition or requirement** is applied that means a smaller proportion of persons of a particular sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, than persons in another group and which is not objectively justifiable in the given situation.

Examples of indirect discrimination may include:

- seeking job applications only from people under 30 years old (this may amount to age discrimination) (i.e. a condition that you have to be under 30); or
- Not providing part-time employee with the same access to training – stating that an employee has to work full-time to receive training (i.e. the requirement is to be full-time).

SECTION THREE – Policies and Procedures

What is Harassment?

A person subjects another to harassment (this may also be described as bullying) where he or she engages in unwanted and unwarranted conduct which has the purpose or effect of:

- (a) violating that other's dignity, or
- (b) creating an intimidating, hostile, degrading, humiliating or offensive environment for that other.

Harassment may involve repeated forms of unwanted and unwarranted behaviour, but a one-off incident can also amount to harassment.

Acts of harassment may be unlawful. Harassment on grounds of sex, race, religion, disability, sexual orientation or age may amount to unlawful discrimination. Harassment may also breach other legislation and may in some circumstances be a criminal offence e.g. under the provisions of the Protection from Harassment Act 1998.

Reasonable and proper management instructions administered in a fair and proper way, or reasonable and proper reviews of an employee's performance will not constitute harassment. Behaviour will not amount to harassment if the conduct complained of could not reasonably be perceived as offensive.

Examples of behaviour that may be considered as harassment may include:

- suggestive comments or body language;
- verbal or physical threats;
- insulting, abusive, embarrassing or patronising behaviour or comments;
- offensive gestures, language, rumours, gossip or jokes;
- humiliating, intimidating, demeaning and/or persistent criticism;
- open hostility;
- isolation or exclusion from normal work or study place, conversations, or social events;
- publishing, circulating or displaying pornographic, racist, sexually suggestive or otherwise offensive pictures or other materials;
- unwanted physical contact, ranging from an invasion of space to a serious assault.

(This list is not exhaustive)

Discrimination or harassment can take many forms and can be aimed at an individual or a group. People can be subjected to harassment (or bullying) on the following grounds:

- race, ethnic origin, nationality, colour, sex or sexual orientation;
- religion, belief or political conviction;
- their willingness to challenge harassment, leading to victimisation;
- disability, sensory impairment or learning difficulties;
- their age.

In addition, any treatment, or conduct by one person to another that is unwanted and creates an intimidating, hostile, degrading, humiliating, or offensive environment may be considered by the Company to be harassment (see above).

Company Statement

The Company will take all reasonable steps to ensure the elimination of discrimination, harassment, or bullying. Discrimination, harassment, or bullying will not be tolerated and deliberate acts of discrimination or harassment will be considered to be gross misconduct.

SECTION THREE – Policies and Procedures

Discrimination or Harassment Procedure

If you believe you are the subject of harassment, bullying or discrimination, your complaint can be made formally or informally. In either case, it will be dealt with promptly.

Informally

Informally, you may either speak to your Manager or ask a colleague to speak in confidence on your behalf. They will offer advice and may investigate further. If the complaint is against your Manager you may speak to another Manager or senior person in the company.

In addition you may wish to make it clear to the person whom you are complaining about that their behaviour or actions are unacceptable to you and must stop. You may do this by speaking to the person or alternatively you may wish to put this in writing to the person.

Formally

The formal procedure may be used either where informal methods have failed, or where an employee feels it is more appropriate to use a more formal procedure. In such cases employees should use the formal grievance procedure and should put their concerns in writing and where possible provide the following information:

- The name of the person or persons whom the complaint is being made against.
- The nature of the complaint (what has happened).
- Dates and times when alleged incidents occurred.
- Names of any witnesses.
- Any action taken to stop the behaviour.

Whenever a complaint is raised the Company will immediately take such action that is felt appropriate in the circumstances to investigate the matter thoroughly and to reassure the employee.

Witnessing behaviour or actions that may be discriminatory or harassing

If you witness behaviour that you believe is of a discriminative nature or is harassing an employee or others you should report this to the Company. Initially you should speak to your Manager or, if this is not possible, to any other senior person in the Company. You may be asked to give a statement about what you witnessed, but the Company would, as far as is practicable, maintain your anonymity. The Company would seek to investigate any situation that was reported, promptly and thoroughly.

Employees, workers, and contractors are assured that allegations of discrimination or harassment will be dealt with quickly and taken seriously. Under no circumstances should it be feared that an employee would be victimised for making or being involved in a complaint. Victimisation of a complainant is in itself a disciplinary offence.

RETIREMENT PROCEDURE

The Company's normal retirement age is 65 and generally employees will retire at the end of the month in which their 65th birthdays fall.

The Company will notify employees of their retirement date at least six months (but not more than one year) before their retirement date. Employee may apply to remain employed past their retirement date and in this case they should make this request in writing not less than three months before their retirement date. The following procedure will then be followed:

Requests to continue working past retirement age

- When you make a written request to work beyond retirement age you should confirm whether you wish to continue working indefinitely, for a stated period or until a certain date. In addition you should confirm whether you wish to change your pattern of work (e.g. to work part-time).

SECTION THREE – Policies and Procedures

- If the Company is able to accept your request without the need to hold a meeting you will be informed in writing and be issued with a variation to your contract of employment setting out the new retirement date / arrangements.
- Alternatively the Company will invite you to attend a meeting to discuss your request. You may be accompanied at this meeting by a work colleague or trade union representative. During the meeting you will be given an opportunity to explain why you wish to continue past retirement age and put your case.
- Normally a meeting to discuss working past retirement age will be held within two weeks of receiving your written request. If for any reason the meeting cannot be held within this time frame you will be advised in writing (and a meeting date arranged for a later date).
- Following the meeting the Company will confirm its decision to you in writing. If your request can be accepted you will also be issued with a variation to your contract of employment setting out the new retirement age / arrangements.
- If your request is not accepted by the company (in part or in full), you may appeal against this decision and you should ask for an appeal meeting. You should confirm that you wish to appeal in writing.
- You will then be invited to attend an appeal meeting to further discuss your request.
- Following the appeal, the Company will confirm its decision to you in writing. If your request has been accepted (or a compromise agreed) you will be issued with a variation to your terms of employment.

SECTION THREE – Policies and Procedures

Holidays And Holiday Booking Policy And Procedure

Introduction

This policy and procedure document sets out SCOLLAR's policy with regard to holiday entitlement and the booking of holiday leave. This policy is applicable to all employees.

Holiday entitlement and Accrual

The Company holiday year runs from 1st April to 31st March. Your annual holiday entitlement is detailed in your individual contract of employment.

Holidays for part-time employees are calculated on a pro-rata basis.

During your first year of employment, holiday accrues one month in advance, and you may only be allowed to take paid holiday that you have accrued (rounded up to the nearest full day).

If you leave SCOLLAR you will be made a payment equal to any accrued holiday that you have not taken in the current holiday year. If you have taken and been paid for more holidays than you have accrued, a deduction will be made from your final payment.

Holiday Limitation

Holidays must be taken in the current holiday year and cannot be carried forward to the next holiday year.

Holiday Pay

For each week's holiday taken, you will receive your normal basic pay.

Allocation of Holidays

Generally the Company closes over the Christmas and New Year Period and you are required to retain sufficient holiday out of your annual holiday entitlement for this period (normally three or four days). SCOLLAR will advise you if more than 3 days is required for the Christmas and New Year break.

You may be required to take any outstanding holiday during your notice period, and the Company reserves the right to allocate holiday during notice.

Booking Holidays and Holiday Procedures

Holiday must be authorised in advance. To book holiday dates you should complete a Holiday Request Form, giving the requested dates for holidays and pass this to your Manager. Generally you should not take any holiday during your probationary period of employment.

When booking holidays you should give as much notice as possible in order to avoid disappointment, as your holiday dates may not be authorised if adequate cover is not available. As a guide, you should give a minimum of four weeks notice to book a two-week holiday. Your Manager will confirm to you whether the holiday has been authorised, or not, as soon as possible and generally within five working days. You should not confirm any bookings or flights with travel agents etc, until such time as your holiday has been authorised. Generally you may not take more than two working weeks holiday in one period.

SECTION THREE – Policies and Procedures

Bank Holidays

You are also entitled to eight bank holidays (or pro-rata) in each holiday year, provided that the bank holiday falls on one of your normal working days. Bank holidays for part-time employees are calculated on a pro-rata basis (and are equivalent to 1.6 weeks holiday). The bank holidays recognised by the Company as detailed below:

Christmas Day Boxing Day	New Years Day Good Friday	Easter Monday May Day	Spring Bank Holiday August Bank Holiday
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You will not be entitled to payment for the bank holiday and any other compensation for the bank holiday if you are absent on the last working day prior to the bank holiday and/or the working day immediately following the bank holiday, unless such absence is due to authorised holiday.

Absence From Work – Payment, Notification And Certification

Introduction

This document sets out the SCOLLAR policy with regard to absence from work for reasons of sickness or injury. The policy provides details of the procedures that should be followed with regard to reporting absence and providing the correct certification for absence. The policy also covers medical reports, and the possible consequence of long term or frequent short-term absence.

This policy is applicable to all employees.

Payment When Absent due to Sickness or Injury

If you are absent due to sickness you will be entitled to payments under Statutory Sick Pay (SSP), for up to 28 weeks, provided that you meet the requirements for SSP payments as set out by the Inland Revenue and have complied with the correct absence notification procedure. The Company has designated Monday to Friday as qualifying days for the purposes of SSP.

See Appendix 3 'Contract of employment'.

Company Sick Pay

In addition to SSP you may receive payments under the Company Sick Pay Scheme. All payments are made at the absolute discretion of the Company and are subject to you having followed the correct absence notification procedure. A guide to the payments that may be made is detailed below.

Length of Service	Guide to Payments
<ul style="list-style-type: none">• During probationary period• After Probationary and up to one year• After one year of employment	Individual contracts Two working week in any 12 month period. Four working weeks in any 12 month period.

Repayment of Sick Pay

If your absence is due to the actionable negligence of a third party in respect of which damages are recoverable, you should advise the Company immediately. The Company may require you to refund a sum equal to the amount of any salary paid to you during the period of absence, or part thereof as is deemed appropriate, but not exceeding the amount of the damages recovered. In the event of the claim for damages being settled on an apportioned basis, the Company will require full details and will determine the actual proportion to be refunded by you.

Absence Notification Procedure

If you are unable to attend work, due to sickness or for any other reason, you must inform SCOLLAR as soon as possible and e.g. within one hour of your expected start time on your first day of absence. You, or someone on your behalf, must telephone and advise of why you are absent and when you

SECTION THREE – Policies and Procedures

hope to return to work. You should ideally speak to your Manager, but if this is not possible you should speak to another Manager. It is not acceptable to leave a message at reception or to leave a text message. You should keep the Company informed of your progress on a regular basis (either daily or at other appropriate intervals if you have been signed off for a specified period) and where required you must forward medical certificates to cover your period of absence (see below).

When you return to work after any period of absence you should report to your Manager.

Certification and Medical Examinations

You must comply with the absence notification procedure detailed above, and provide relevant medical certificates for all periods of absence. Failure to do so may result in payments being withheld or loss of entitlement.

SECTION THREE – Policies and Procedures

Medical Certificates

Self-Certification: If you are absent for seven calendar days or less, you must complete a Company Self-Certification form as soon as you return to work and pass this to your Manager.

Doctors Medical Certificate: If you are absent for eight or more calendar days you must send to the Company, on the eighth day of absence, a medical certificate signed by your Doctor. Thereafter, you must continue to send in medical certificates to cover any continued period of absence. Depending on the reason for your absence, the Company reserves the right to ask you to provide a certificate from your Doctor certifying that you are fit and able to return to work.

SCOLLAR reserves the right to ask you to provide a medical certificate, signed by your Doctor, for any periods of sickness absence of less than eight calendar days. SCOLLAR will reimburse any charge made by your Doctor for providing a medical certificate within the first seven days of absence. Generally this request will be made after two periods of self-certified absence in any 12-month period.

In addition to providing a Doctors certificate you should complete a Company Self-certification form for all periods of absence when you return to work. This is for Company records and monitoring purposes.

Prompt Receipt of Certificates

All certificates should be promptly given or forwarded to the office manager and a copy will be kept on your personnel file.

Medical Examination

SCOLLAR reserve the right to require you to attend a medical examination with your own Doctor, or a Doctor appointed by the Company if you are absent from work due to sickness or injury or before returning to work from a period of absence. In addition the Company may require you to attend a medical examination if there are concerns about your general health or well-being. Such concerns may have been raised due to your absence record or for other reasons.

Different Types of Absence

Frequent Absence

In the event of frequent absences, the Company may request that you provide confirmatory medical evidence and/or visit a Doctor appointed by the Company, or undertake a medical examination. All absence is monitored, including the patterns and reasons for absence. Unacceptable levels of absence may be dealt with through the disciplinary procedure.

Long Term Absences

If you are, or are likely to be, absent from work for a prolonged period, the Company may request that you attend a medical examination by a Doctor appointed by the Company, or may ask for your written consent to enable the Company to seek a medical report from your own Doctor. The Company, at its absolute discretion, may consider payments beyond the basic Company Sick Pay entitlement for employees who are absent for extended periods.

The medical report would be obtained in order to ascertain a medical opinion about your condition and reasons for absence, when you may be able to return to work and any other information that might be relevant. If you are unable to attend work for a pro-longed period the Company will be unable to keep your position open indefinitely and the medical report would be taken into consideration in any decisions made about your continued employment.

Unauthorised Absence

SECTION THREE – Policies and Procedures

If absence is not notified it will be considered to be unauthorised absence. In this event the Company reserves the right to make no payment for the period of absence. Unauthorised absence will be dealt with through the disciplinary procedure and may be considered to be gross misconduct.

SECTION THREE – Policies and Procedures

Absence From Work – Other Reasons

Introduction

This policy sets out the guidelines regarding absence from work relating to the following reasons:

- Time off during working hours
- Compassionate leave
- Bereavement leave
- Jury service
- Public duties

This policy applies to all SCOLLAR employees.

Time Off During Working Hours

You are expected to take care of personal matters outside working hours wherever possible. Requests for time off for urgent personal reasons should be made to your Manager and will be considered sympathetically. If you need to attend an appointment (e.g. doctor or dentist), you are asked to organise appointments for either the beginning or end of the day in order to minimise absence and any disruption.

SCOLLAR reserves the right to require you to make up any hours lost, or if excessive time is lost, to make a deduction from your salary. Alternatively, a half-day holiday may be taken as part of your annual leave entitlement, subject to prior agreement with your Manager.

Family Crisis / Compassionate Leave/ Bereavement Leave.

If you require a leave of absence for personal reasons you should, initially, discuss the matter with your Manager. In general you will be expected to use outstanding holiday entitlement but special unpaid or paid leave may be given in extenuating circumstances.

Jury Service

You are allowed time off if called for jury service or to attend as a crown prosecution witness. Jury service is generally for a period of two weeks. If such absence may cause specific commercial problems for the Company, SCOLLAR reserves the right to write to the court to ask that you be excused from Jury Service.

SCOLLAR will continue to pay you your full basic salary for any period you are on jury service, subject to you making claim from the court for loss of earnings. You must inform SCOLLAR of the amount paid by the court and an adjustment will then be made to your salary. SCOLLAR will deduct the amount reimbursed by the court in the month after the payment has been made to you.

SECTION THREE – Policies and Procedures

Public Duties

You are allowed a reasonable amount of unpaid leave to attend to certain public duties. These duties relate to those employees who are:

- a Justice of the Peace
- a member of a local authority
- a member of a statutory tribunal
- a member of a police authority
- a member of a board of prison visitors or a prison visiting committee
- a member of a relevant health body
- a member of a relevant education body
- a member of the Environment Agency

If you already have or are about to take on such duties, you should consult your Manager about leave of absence and should provide an assessment of the total time off in each year.

SECTION THREE – Policies and Procedures

Absence From Work – Family Friendly

Introduction

This section includes a number of policy documents relating to absence from work for reasons associated with dependants, and/or other parental/family matters. The areas covered in the Family Friendly policy documents include:

- Time off for dependants
- Parental leave
- Flexible working
- Maternity leave
- Paternity Leave
- Adoption leave

Many of these matters are governed by government legislation and the SCOLLAR policies will be updated to take into account any future changes in legislation. If any part of this policy is at any time out of line with legislation, statutory rights will prevail over this policy i.e. employees will be able to enjoy full statutory rights at all times.

Time Off For Dependants

You are allowed a reasonable amount of time off to deal with certain unexpected or sudden emergencies relating to a dependant, or to make necessary long-term arrangements for a dependant. This may be if a dependant falls ill or is injured, or if there is an unexpected disruption in the care arrangements for a dependant. Time off is normally without pay.

This time off is available in order for you to deal with the immediate situation and to make longer-term arrangements as necessary. The length of time available will depend on the circumstances.

If you cannot attend work due to such an emergency, you should inform your Manager as soon as possible. If you have to leave work during the working day to deal with an emergency, you must inform your Manager before leaving the premises.

Parental Leave

Parental leave allows you to take time off work to look after your child or to make arrangements for their welfare. You can use it to spend more time with your children and strike a better balance between your work and family commitments. Parental leave is unpaid.

Entitlement to Parental Leave

You must have been employed by the Company for a full year to be eligible to take parental leave. Both mothers and fathers can take parental leave. Parental leave is up to thirteen weeks (or eighteen weeks for a disabled child) and can be taken up until the child's fifth birthday (or five years from the date a child is adopted or, in the case of a child with a disability, up until the child's 18th birthday).

Procedure for Parental Leave

The following guidelines apply to parental leave:

- Leave must be taken in blocks or multiples of one week (with the exception of parents of disabled children who can take blocks or multiples of one day).
- A maximum of four weeks' leave in each year can be taken in respect of each child.
- You must give 21 days notice, in writing, if you wish to take parental leave.
- SCOLLAR can postpone the leave for up to six months, if the leave time requested would disrupt the business.
- SCOLLAR cannot postpone leave when you give notice to take leave immediately after the birth of your baby (or when a child is placed with the family for adoption).

For further information, please speak to your Manager.

SECTION THREE – Policies and Procedures

Flexible Working

Introduction

It is understood and recognised that parents of young children (or disabled children) may benefit from adjustments to their working hours or working patterns which would enable them to more easily balance their commitments to work and family.

SCOLLAR will therefore consider applications from employees requesting changes to their working hours or work pattern. Consideration will be given to employees who have children or are caring for children under six years of age or disabled children under the age of 18. To make an application for flexible working you must have or expect to have responsibility for the child's upbringing and have been employed by the Company for at least 26 weeks. However applications will also be considered from other employees who do not meet these criteria.

Whilst SCOLLAR can give a commitment to consider seriously any application made, the Company cannot guarantee to accommodate requests if such requests would be detrimental to the commercial needs of the business. Any changes must meet the needs of both the employee and SCOLLAR.

The Company may therefore refuse your request for flexible working on one or more of the following grounds:

- Burden of additional costs.
- Detrimental effect on ability to meet customer demands.
- Inability to reorganise work amongst existing staff.
- Inability to recruit additional staff.
- Detrimental impact on quality.
- Detrimental impact on performance.
- Insufficiency of work during the periods that you propose to work.
- Planned structural changes.

The Company will inform you of the reason for refusing your application for flexible working in order to help you understand why the Company has arrived at its decision.

The Procedure

If you wish to apply for flexible working or changes in your current working hours you should follow the procedure outlined below:

- You should put your application in writing (and the Company will only accept one application a year per employee). You should consider your application carefully including any financial implications it may have on you, as an accepted application will mean a permanent change to your terms of employment (for example a reduction in hours will generally mean a pro-rata reduction in salary/pay).
- Within 28 days of your application being made a meeting will be held with you where the application can be discussed in full and we can explore ways in which your request may be accommodated and any problems that may be envisaged. You may bring a work colleague with you to this meeting if you so wish.
- Within 14 days after the date of the meeting the Company will write to you to either agree to a new work pattern and a start date; or to provide clear business reasons as to why the application cannot be accepted. If further time is required to consider your request this will be stated in the letter.
- If your request is declined you will have the right to appeal against the decision and should raise any appeal in writing within 14 days.

SECTION THREE – Policies and Procedures

Maternity

The Company is committed to retaining women in employment following maternity leave. The Company recognises that it has a responsibility to ensure that all pregnant employees are treated fairly, consistently, and appropriately within the current legal framework.

Detailed below is an outline of entitlement to maternity leave, maternity payments, antenatal care, and health and safety. The procedures surrounding maternity can be complex. If you require further information regarding any of the matters detailed below, please speak to your Manager.

Notification of Pregnancy

You should notify the Company of your pregnancy and your intention to take maternity leave as soon as possible and by no later than the 15th week before the expected week of childbirth (EWC), unless this is not reasonably practicable. You will need to tell the Company:

- That you are pregnant.
- The week your baby is expected to be born.
- When you want to start your maternity leave.

Your maternity leave can start at any time after the 11th week before your baby is expected. You can change your mind about when you want your maternity leave to start, but you must give the Company at least 28 days (four weeks) notice in advance (unless this is not reasonably practicable).

Once you have informed us of the above, the Company will write to you within 28 days (four weeks) and let you know the date you will need to return to work from maternity leave if you take your full entitlement, and we will also detail the payments that will be made to you during maternity leave.

Please note that maternity leave will start automatically if you are absent from work for a pregnancy related illness during the four weeks before the expected week of childbirth, regardless of when you said you actually wanted your maternity leave to start. In addition all new mothers must take a minimum of two weeks maternity leave immediately after their baby is born.

Maternity Leave

All employees, regardless of how long they have been employed by the Company or the hours they work, are entitled to 52 weeks maternity leave. This is made up of **Ordinary maternity leave** and **Additional maternity leave**.

You must make sure that you give the correct notification so that you can take this leave (see below).

Ordinary maternity leave is a period of 26 weeks and is normally with pay (Statutory Maternity Pay or Maternity Allowance – see below).

During your period of Ordinary maternity leave your contract of employment continues in full (with the exception of wages/salary) and you will continue to receive all employment benefits during the period of Ordinary maternity leave e.g. holiday etc.

Additional maternity leave is a further 26 weeks (and is normally paid for the first 13 weeks, and is then unpaid – see below) and starts immediately after ordinary maternity leave.

During Additional Maternity Leave some contractual rights are suspended (e.g. benefits). However you do continue to accrue statutory holiday pay (four working weeks) and some contractual obligations remain in place e.g. notice period, redundancy rights, confidentiality.

(**Holiday**. you will accrue your entitlements to paid holiday during ordinary maternity leave. However, you will accrue only the statutory minimum (four weeks) holiday entitlement during additional maternity leave. You can add holiday to the beginning or end of your leave (and should book this via the holiday booking procedure). You may not be able to carry over untaken holiday entitlement if your maternity leave goes over two holiday years, so it may be advisable to take this at the beginning of your leave).

SECTION THREE – Policies and Procedures

Returning To Work After Maternity Leave

After your Ordinary Maternity Leave, you have the right to return to the same job. If you return after Additional Maternity Leave you have the right to return to the same job or to another suitable job if that is not reasonably practicable.

The Company will assume that you will be returning to work at the end of your full maternity leave, on the date that we would have notified to you, unless the Company hears otherwise from you. You may contact the Company prior to this and confirm your intention to return at the end of your maternity leave, but you are under no obligation to do so. However, if you want to return early, before the end of your maternity leave, you will need to give the Company at least **8 weeks notice**.

If you decide not to return to work you should write to the Company giving notice as detailed in your contract of employment. If you do decide not to return this would not affect any entitlement you may have to Statutory Maternity Pay.

Keeping in Touch Days (KIT)

Except during the first two weeks after childbirth it may be possible for you to come into work or attend training for up to 10 days during either ordinary or additional maternity leave (without this bringing the period of your maternity leave to an end and without loss of a week's SMP). These are known as 'keeping-in-touch' days and any work carried out on a day shall constitute a day's work for these purposes.

You are not however obliged or required to carry out any work during this period and the Company is not obliged to offer you such work. However KIT days may be agreed between the Company and you. In addition the type and amount of work carried out on any KIT days would be agreed between you and the Company. You would be paid at your normal rate (pro-rata to the hours/days worked) for any days or part-days worked.

Any keeping-in-touch days worked would not extend your period of maternity leave. Once the keeping-in-touch days have been used up (i.e. 10 days), you would lose a week's SMP for any week in which you agreed to work for the Company.

Keeping in touch - general

The Company may make (reasonable) contact with you during your maternity leave. This might be to discuss such things as arrangements for your return to work, or to update you on changes in the workplace while you have been away.

Statutory Maternity Pay (SMP) And Maternity Allowance

Statutory Maternity Pay (SMP) is payable by the Company for 39 weeks, provided certain conditions are fulfilled. To be eligible for SMP you must:

- Be employed by the Company in the 15th week before the week your baby is due.
- Have been continuously employed by the Company for at least 26 weeks at the 15th week before your baby is due.
- Have average earnings of the lower earnings limit or more (calculated over eight weeks up to and including the last payday before the beginning of the 15th week before the expected due date).

If you are not entitled to SMP you may be entitled to Maternity Allowance. Maternity Allowance is paid by your local Job Centre Plus or Social Security Office.

Rates of Maternity Pay

Statutory Maternity Pay (SMP) rates are reviewed every April. For details of the current rates you should speak to your Manager. SMP is paid as follows:

Statutory Maternity Pay - 90% of average earnings for 6 weeks, followed by 33 weeks at the current SMP rate (or 90% of earnings for the full 39 weeks if this is less than the current SMP rate).

SECTION THREE – Policies and Procedures

Maternity Allowance - The current SMP rate for 39 weeks (or 90% of earnings for 26 weeks if this is less than the current SMP rate).

Antenatal Care

All employees are entitled to a reasonable amount of time off with pay in order to receive antenatal care. Employees must however provide an appointment card or some other documentation showing the dates and times of the appointments. Where possible employees are asked to make appointments at the beginning or the end of the working day.

Health and Safety during Pregnancy

The Company is required to protect the health and safety at work of all employees and others, including new and expectant mothers.

All reasonably practicable measures will be taken to prevent exposure to risks through removal of hazards or implementation of controls. However if a risk remains which could damage the health or safety of a new or expectant mother or her baby the following procedure will be followed to ensure she is not exposed to that risk.

The Company will conduct a risk assessment and, where a risk is identified, the Company will take steps to remove or reduce the effect of the risk. If, despite taking all reasonably practicable measures, there is still a risk that could jeopardize the health or safety of a new or expectant mother or her baby, then the Company will take the following steps:

- Temporarily adjust the employee's working conditions and/or hours of work.
- If it is not reasonable to do so, or would not avoid the risk, offer her suitable alternative work if any is available.
- If that is not feasible - suspend the employee from work with pay for as long as necessary to protect her safety or that of her child.

Where an employee is offered suitable alternative work, the work will be both suitable and appropriate for her to do in the circumstances and on terms and conditions no less favourable than her normal terms and conditions. If the employee refuses suitable alternative work, this could jeopardize her right to payment during any period of suspension.

SECTION THREE – Policies and Procedures

Paternity Leave

Detailed below is an outline of entitlement to Paternity Leave and Paternity Pay. Paternity leave is also available when a child is placed for adoption and you should refer to the Policy on Adoption Leave for further information.

Eligibility

Expectant fathers or partners may be entitled to paternity leave under the Paternity Leave policy. To be eligible for Paternity leave you must:

- Have or expect to have responsibility for the child's upbringing.
- Be the biological father of the child or the mother's husband or partner.
- Have worked continuously for SCOLLAR for 26 weeks leading into the 15th week before the baby is due.

Length of Paternity Leave

You may take either one week or two consecutive weeks' Paternity Leave. You may not take odd days paternity leave. You can choose to take leave:

- From the date of the child's birth (whether this is earlier or later than expected).
- Or from a chosen number of days or weeks after the date of the child's birth (whether this is earlier or later than expected), or
- From a chosen date.

Leave can start on any day of the week on or following the child's birth but must be completed within 56 days of the actual date of birth of the child or, if the child is born early, 56 days after the expected week of birth. Only one period of leave will be available to employees irrespective of whether more than one child is born as the result of the same pregnancy.

Statutory Paternity Pay

Payment is made for up to two weeks (depending on leave taken) and rates are based on the Statutory Paternity Pay, which is the same as the standard rate of Statutory Maternity Pay. Current rates can be obtained from your Manager.

Procedure

If you wish to take Paternity Leave you should inform the Company by the 15th week before the baby is expected, unless this is not reasonably practicable. You should advise the Company of:

- The week the baby is due.
- Whether you wish to take one or two weeks' leave.
- When you want your leave to start.
- You can change your mind about the date you want to start your leave but must give the Company 28 days notice in advance (unless this is not reasonably practicable).
- You should complete a Company Self Certification Form for the period of paternity leave.

SECTION THREE – Policies and Procedures

Adoption Leave

Detailed below is an outline of entitlement to Adoption Leave and Adoption Pay. This policy also gives an outline of the right to Paternity Leave and Pay when a child is placed for adoption (For further guidance on Paternity you should refer to the policy on Paternity Policy above).

Eligibility

Adoption Leave and Pay will be available to:

- Individuals who adopt.
- One member of a couple where a couple adopt jointly (the couple may choose which partner takes adoption leave).

The partner of an individual who adopts, or the other member of a couple who are adopting jointly, may be entitled to Paternity Leave and Pay.

Adoption Leave and Pay

Eligibility

To qualify for adoption leave, you must:

- Be newly matched with a child for adoption by an approved adoption agency.
- Have worked continuously for SCOLLAR for 26 weeks leading into the week in which you are notified of being matched with a child.

Note: Adoption Leave and pay is not available in circumstances where a child is **not** newly matched for adoption, for example when a step-parent is adopting a partner's children.

Length of Adoption Leave

Entitlement to Adoption leave will be up to 26 weeks' **ordinary adoption leave** followed immediately by up to 26 weeks' **additional adoption leave** - a total of up to 52 weeks' leave.

Ordinary Adoption Leave will normally be paid leave. The first 13 weeks of Additional Adoption Leave may be paid and the rest will be unpaid

Adoptive Leave Can Start:

-
- From the date of the child's placement (whether this is earlier or later than expected), or
- From a fixed date which can be up to 14 days before the expected date of placement.
- Leave can start on any day of the week.

Note: Only one period of leave will be available irrespective of whether more than one child is placed for adoption as part of the same arrangement.

Statutory Adoption Pay

Statutory Adoption Pay will be paid for up to 39 weeks. The rate of Statutory Adoption Pay will be the same as the standard rate of Statutory Maternity Pay. For current rates you should speak to your Manager.

Notice of Intention To Take Adoption Leave

You are required to inform the Company of your intention to take Adoption Leave within 7 days of being notified by the adoption agency that you have been matched with a child for adoption, unless this is not reasonably practicable. They will need to tell the Company:

- When the child is expected to be placed with you and.
- When you want to start your Adoption Leave.

SECTION THREE – Policies and Procedures

You will be able to change your mind about the date on which you want your leave to start providing you tell the Company at least 28 days in advance (unless this is not reasonably practicable). You will have to tell the Company the date you expect any payments of SAP to start at least 28 days in advance, unless this is not reasonably practicable.

SCOLLAR will write to you within 28 days and advise you of the date you will be expected to return to work if the full entitlement to Adoption Leave is taken.

Matching Certificate

You will have to provide documentary evidence about the adoption in the form of a 'matching certificate'. This should be provided to you from your adoption agency and the certificate should include basic information on matching and expected placement dates.

Return to Work After Adoption Leave

Adopters who intend to return to work at the end of their full adoption leave entitlement will not have to give any further notification to their employers.

Adopters, who want to return to work before the end of their adoption leave period, must give their employers 8 weeks notice of the date they intend to return.

Keeping in Touch Days (KIT)

It may be possible for you to come into work or attend training for up to 10 days during either ordinary or additional Adoption Leave (without this bringing the period of your Adoption leave to an end and without loss of a week's SAP). These are known as 'keeping-in-touch' (KIT) days and any work carried out on a day shall constitute a day's work for these purposes.

You are not however obliged or required to carry out any work during this period and the Company is not obliged to offer you such work. However KIT days may be agreed between the Company and you. In addition the type and amount of work carried out on any KIT day would be agreed between you and the Company. You would be paid at your normal rate (pro-rata to the hours/days worked) for any days or part-days worked.

Any keeping-in-touch days worked would not extend your period of adoption leave. Once the keeping-in-touch days have been used up (i.e. 10 days), you would lose a week's SAP for any week in which you agreed to work for the Company.

Keeping In Touch - General

The Company may make (reasonable) contact with you during your adoption leave. This might be to discuss such things as arrangements for your return to work, or to update you on changes in the workplace while you have been away.

Paternity Leave And Pay (Adoption)

Only one partner may take Adoption leave. The other partner may however be entitled to Paternity Leave to allow them to care for their new child or support their partner.

Eligibility

You will need to satisfy the following conditions in order to qualify for Paternity Leave:

- Have or expect to have responsibility for the child's upbringing.
- Be the adopter's spouse or partner.
- Have worked continuously for the Company for 26 weeks leading into the week in which the adoption will take place.

SECTION THREE – Policies and Procedures

Length of Paternity Leave

You may choose to take either one-week or two consecutive weeks' paid Paternity Leave. You cannot take odd days leave. You can start your leave:

- From the date of the child's placement (whether this is earlier or later than expected), or
- From a chosen number of days or weeks after the date of the child's placement (whether this is earlier or later than expected), or
- From a chosen date.

Leave can start on any day of the week on or following the child's placement but must be completed within 56 days of the child's placement. Only one period of leave will be available to employees irrespective of whether more than one child is placed together.

Notice of Intention to Take Paternity Leave

You should inform the Company of your intention to take Paternity Leave within seven days of being notified by the adoption agency that you have been matched with a child, unless this is not reasonably practicable. You will need to tell the Company:

- When the child is expected to be placed
- Whether you wish to take one or two weeks' leave
- When you want your leave to start.

Allowances

For details see attached [Appendix 4 'Allowances'](#)

SECTION THREE – Policies and Procedures

Travel On Company Business

Company Policy

It may be necessary for you to travel on business even when travelling is not a routine part of your job (e.g. to attend meetings or training). You should obtain your Manager's authority before making any travel arrangements.

You may use your own car for company business provided that you are insured for business mileage and have provided a copy of your insurance certificate and driving licence to the Company.

Alternatively you may use public transport or other transport as appropriate. Where journeys are undertaken by rail, second-class tickets should be purchased. Where journeys are taken by air, economy fare will be paid.

The Company will reimburse authorised expenditure incurred whilst travelling on behalf of the Company and you should complete an expenses claim form to claim any expenses. Expenditure and travel arrangements should generally be authorised in advance by your Manager or the Finance Department and will be paid in accordance with rates available from the finance manager.

Driving Licence

All drivers on business for SCOLLAR must hold a valid driving licence appropriate for the vehicle being driven.

Mileage Records

Company car drivers are required to keep accurate records of business mileage as advised by the finance department. Failure to keep and report accurate records may result in an increase in personal tax liability and/or deductions for fuel being made from your salary.

Parking Fines

You should always endeavour to park in designated parking areas. Should you be issued with a parking ticket you should inform the Company immediately. You remain responsible for any such fines or penalties. However depending on the circumstances SCOLLAR, at its absolute discretion, may pay the fine.

SCOLLAR reserves the right to make a deduction from your salary for any such fines directed at the Company.

Fines and Penalties

Whilst driving on Company business you should comply with all road traffic regulations, which includes observing the speed limit. SCOLLAR will not accept any liability for any driving offences that you may commit whilst driving a vehicle and will not pay any fines that you may incur.

Use of Mobile Telephones While Driving

You must not make or receive calls on your mobile telephone whilst driving unless you have a full hands-free facility installed in your vehicle. As well as being a risk to health and safety this is also a criminal offence. The Company will not accept any liability for fines or penalties imposed as a result of unlawful use of your mobile telephone while driving. The unlawful or incorrect use of mobile phones will be dealt with through the disciplinary procedure.

Alcohol and Drugs - Driving

You are not permitted to be over the legal alcohol limit or take illegal drugs or other illegal substances whilst out on business or whilst driving on behalf of the Company. Any breaches will be dealt with through the disciplinary policy. Such offences are considered to be gross misconduct.

SECTION THREE – Policies and Procedures

Security of Vehicle

You should ensure that the vehicle is always parked safely and is locked. You should not leave valuables in the vehicle, but if this is unavoidable you should ensure that any contents are stored safely and securely and out of sight (e.g. in the boot). SCOLLAR will not accept any liability for items, tools, equipment, or personal belongings that are stolen from vehicles, or damaged in the vehicle.

Accidents and Damage to Vehicles

You should report any accidents or damage to SCOLLAR as soon as possible and within 24 hours.. Where any third parties are involved in the accident, you should ensure that you obtain their details (name, address, vehicle registration and insurance details if possible), and if the police attend the accident, you should take a note of the police officers name and number.

Insurance Excess

The Company reserves the right to require you to pay the insurance excess if this becomes due by the insurers. The excess will generally become due if you are found to be responsible and/or were driving carelessly, dangerously or negligently, or where no third party was involved or could be traced. You would not be required to pay the excess associated with a broken windscreen.

SCOLLAR reserves the right to make a deduction from your salary to recover the amount of the insurance excess or the cost of repairs and, depending on the circumstances, may deal with the matter through the disciplinary procedure.

Computer, E-Mail And Internet Policy

Introduction

The Company's policy on the use of computers, e-mail, and the Internet is designed to protect both the Company and individuals against misuse and to provide guidelines to users about the appropriate use of these systems.

If you are unclear about how you may use the Company computer systems or any aspect of this policy you should speak to the office manager.

Any breach of the policy on the use of computers, e-mail and the Internet will be dealt with through the Disciplinary Procedure.

The Company computer systems, including access to the Internet and the use of e-mail are for business use only and are not generally to be used during working hours for personal use unless you have been given prior authorisation from your Manager.

This policy applies to all employees and any workers, or self employed contractors, who may have access to or use of the Company computer systems.

Security of the Computer System

In order to avoid unnecessary degrading of the computer system and to protect the network from viruses, under no circumstances may unauthorised software, programs, or data be loaded (or downloaded from the Internet) onto the computer system or your own workstation.

Under no circumstances may illegal, defamatory, inappropriate, discriminative, or offensive software or material be installed, stored, or downloaded onto any computer/workstation. In the event of illegal software or material being found, you will be personally liable. Such action is considered to be gross misconduct and the individual will be subject to the Disciplinary Procedure.

Copies of programs or data must not be taken or removed from the Company's premises without the express permission of the Chief Executive Officer.

The Internet

SECTION THREE – Policies and Procedures

The Company computer systems should not be used to explore the Internet unless you have been specifically asked to do this for business purposes, or have been given express authorisation by your Manager.

Internet Monitoring

SCOLLAR has installed a Firewall and an Internet / e-mail monitoring system to maintain safety and security of the Company's information and IT resources.

The Company monitors how the Internet is used and the site names that are accessed. The Company reserves the right to further investigate the use of the Internet by individual employees where it believes there may be a breach of the Company's Internet Policy or to protect the rights of other employees.

You should not deliberately access any web sites, which may contain material that is or may be illegal, defamatory, or have content that is pornographic, inappropriate, or offensive and under no circumstances whatsoever, should such material be downloaded or distributed within the Company. In addition you should not enter chat rooms via the Internet as these sites are considered by the Company to be inappropriate for business purposes.

Use of E-mail

The Company recognises that e-mail is becoming a frequent method of communication for personal as well as business use. The Company does not prohibit the use of personal e-mails outside of normal working hours, but usage must be kept to a minimum, and employees should read or send private e-mails during break times or lunch periods, and not during normal working hours. Where an unacceptable amount of time is being used by employees in the sending and/or receiving of personal e-mails, including e-mails to other work colleagues, which are not directly associated with their work or duties, the matter may be dealt with through the disciplinary procedure.

Although e-mail communication is in common use, it can have legal implications for the people that use it and the Company for which they work. In particular, you should be aware that the contents of e-mails sent from a Company's computer system can bind the Company contractually or can give rise to defamation claims.

Detailed below are guidelines on the use of e-mail within the Company:

- Do not write anything in an e-mail that you would not put in a letter or say to a person's face. You should not use obscene, vulgar, abusive, or inappropriate language, pornographic or offensive pictures, or other such material in e-mails.
- Be aware that e-mails could possibly have a contractual implication or become legally binding.
- Do not forward chain e-mails.
- Do not post your personal details or the details of your employer to an Internet web site without authorisation.
- Report all unsolicited e-mails that are received to your Manager.

Monitoring of E-mails

The Company monitors e-mail activity. The Company also reserves the right to investigate the e-mail activity of individual employees where there are reasonable grounds to believe that the Company's e-mail policy has been breached, to protect the rights of other employees or to investigate internal or external complaints about e-mails. You are therefore advised not to send e-mails that contain information that you would not wish to be seen in the event of an investigation.

Communications using the Company Internet and E-mail facilities are not private and employees should have no expectation of privacy. It may be necessary to access the incoming e-mails of individual employees during their absence. This would normally apply to employees who have regular contact with clients or suppliers and where the Company has identified the need for this relationship to be actively managed in the absence of the employee.

SECTION THREE – Policies and Procedures

There may also be other occasions where, for business reasons, the Company needs to access e-mails in order to retrieve information. Therefore, you are advised not to include personal or private information in e-mails, which are sent or received via the Company computer system.

You should note that there is a facility to delete personal e-mails from your own computer. It is recommended that you regularly review any personal e-mails that are held in your Inbox and delete them from your computer. If you are unsure of how to delete unwanted e-mails, you should contact your Manager.

SECTION THREE – Policies and Procedures

Health And Safety Policy Statement

As a Company, we attach the greatest importance to the safety of our employees and other people who may be affected by our activities. Adequate resources will be made available to ensure that the Company fulfils all of its safety obligations.

The Company will ensure safe operations and maintenance of plant, equipment and facilities by regularly appraising all work methods. The management will participate with employees through joint consultation on matters of Health and Safety.

The active co-operation of all employees is essential to achieve these aims and everyone must conform to the Company Health and Safety Rules and Procedures. All employees must work in such a manner that accidents to themselves and others are prevented.

General Statement of Intent

It is the policy of the Company that it will, as far as is reasonably practicable:

- Provide adequate control of the health and safety risks arising from our work activities.
- Consult with our employees on matters affecting their health and safety.
- Provide and maintain safe plant and equipment.
- Ensure safe handling and use of substances.
- Provide information, instruction and supervision for employees.
- Ensure all employees are competent to do their tasks, and to give them adequate training.
- Prevent accidents and cases of work-related ill health.
- Maintain safe and healthy working conditions.
- Review and revise this policy as necessary at regular intervals.

Accidents at Work

If you have an accident while at work (either on company premises or client or other premises) you should report this to the Company and record the accident in the accident book. The accident book is located at Office Services Desk.

Evacuating Procedure

In the event of an evacuation you should immediately leave the building by the nearest exit. You should report to the assembly point. You should not re-enter the building until you are authorised to do so.

Further information regarding the fire evacuation procedure will be advised to you.

SECTION FOUR – Forms

Section 4– Forms

This section of the Employee Handbook provides a copy of the general forms that you may need during your employment.

You can photocopy the forms or ask your Manager for a copy of any of the forms.

Holiday Booking / Absence Request Form

Used to book holidays or any other type of absence from work

Self Certification Form

To be completed when you return from any period of sickness or injury

Personal Details Form

Used for new employees to collect personal details and referees

Personal Details/Change of Details Form

Used to detail any changes in personal details to the Company

Training Booking Form

Used to book training and detail any deductions

Travel Expenses Claim Form

Used to claim travel expenses – these are not available electronically, please ask your Manager for a copy

**SCOLLAR
Holiday Booking/Absence Request Form**

Please complete this form to request holidays and for all other requests for time off

Full Name:	<input type="text"/>		
Position:	<input type="text"/>	Department:	<input type="text"/>

REASON FOR ABSENCE:
Please state reasons for absence (e.g. holiday, parental leave, hospital etc)

<input type="text"/>
<input type="text"/>
<input type="text"/>

DATES AND DURATION OF ABSENCE

Full Days

Start Date	Day (e.g. Monday)	<input type="text"/>	Date (e.g. 24 May)	<input type="text"/>
End Date	Day (e.g. Tuesday)	<input type="text"/>	Date (e.g. 25 May)	<input type="text"/>
Date you will Return to work	Day (e.g. Wed)	<input type="text"/>	Date (e.g. 26 May)	<input type="text"/>
Total Days Absent	<input type="text"/>		Record purposes (Official use only)	<input type="text"/>

Part Day(s)

Date of Absence	Day	<input type="text"/>	Date	<input type="text"/>
Time of absence	Time From	<input type="text"/>	Time To	<input type="text"/>
Total Time of Absence	<input type="text"/>		Record purposes (Company use)	<input type="text"/>

SIGNED BY EMPLOYEE

Signature:	<input type="text"/>	Name:	<input type="text"/>
		Date:	<input type="text"/>

AUTHORISATION
I can confirm that the absence requested above HAS been authorised.

Authorised by: Print Name:

Is Time off Paid or Unpaid? Paid Unpaid

NON- AUTHORISATION
I regret to inform you that the above absence has NOT been authorised.

Signed: Print Name:

Reason for not authorising

<input type="text"/>
<input type="text"/>

Record Purposes – Company use only

Records	Absence Records Updated	<input type="text"/>	Holiday records & chart updated	<input type="text"/>
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**SCOLLAR
Self Certification/Return from Absence Form**

This form is to be completed by all employees on their return to work following a period of sickness absence, or other unplanned period of absence.

Full Name

Position

Department

REASON FOR ABSENCE

Please give details of your reason for absence (e.g. cold, flu etc)

Was your absence due to an injury at work?
 Was your absence related to work in any way?
 Did you visit a doctor regarding your absence?
 If yes, were you issued with a medical certificate?
 If yes, have you attached a copy?

Yes		No	
Yes		No	
Yes		No	
Yes		No	
Yes		No	

Comments:

Note: If you are absent due to sickness for a period of more than 7 days, you must provide a medical certificate from your doctor

DATES AND DURATION OF ABSENCE

Please confirm the period of your absence:

Full Days

Start	Day (e.g. Monday)		Date (e.g. 24 May)	
End	Day (e.g. Friday)		Date (e.g. 29 May)	
You Returned to work on	Day (e.g. Monday)		Date (e.g. 1 June)	

Total Days Absent		<i>Record purposes (Company use)</i>	
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Part Day(s)

Date of Absence	Day (e.g. Monday)		Date (e.g. 24 May)	
Time of absence	Time From		Return Time	

Total Time of Absence		<i>Record purposes (Company use)</i>	
-----------------------	--	--	--

Signed by Employee

Signature

Name

Date

Signed by Manager

Signed

Print Name

Comments

Record Purposes – Company use only

Records	Absence Records Updated		Payments/SSP Updated	
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**SCOLLAR
New Starter /Personal Details/Change Of Details Form**

Please complete this form to provide personal details when you first join the Company or to advise of changes to personal details during your employment. If advising of changes, please just complete the section relating to changes.

New Starter	[]	Changes of Details	[]
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Full Name			
Position			

PERSONAL DETAILS

Full Address			
Telephone Numbers	<i>Home:</i>		<i>Mobile:</i>
Dates	<i>Start Date:</i>		<i>D.O.B:</i>
National Insurance Number			

NEXT OF KIN DETAILS

Name			
Relationship			
Address			
Tel (home)		Tel (work)	Tel (Mobile)

EMERGENCY CONTACTS

First Emergency Contact		Second Emergency Contact	
Name		Name	
Relationship		Relationship	
Address		Address	
Tel No.		Tel No.	
Next of Kin		Relationship	

BANK DETAILS

Bank Name			
Bank Address			
Account Number		Sort Code	

Other: Please provide any other information that you believe may be relevant to your employment

Data Protection Act Statement: Information provided is held on your personnel file and forwarded to relevant departments (e.g. bank details are forwarded to payroll for payment purposes). Details may also be forwarded to third party suppliers such as payroll, benefit providers, insurers or HR service providers. You hereby consent to the Company keeping your records and forwarding them to third parties for any matters relating to your employment. Should any of your information change you should advise the Company immediately. All information is kept in line with the Data Protection Principles.

Signature:		Name:	
		Date:	

**SCOLLAR
Training Course Booking/Repayment Form**

This form must be completed, signed and authorised before any training is booked or attended

Full Name

Position

TRAINING COURSE

Details of Training Course

Dates of Training

Days of Training

Start Date:

End Date:

Start Day:

End Day:

COST OF TRAINING

Cost of Course

Other Costs (specify)

Other Costs (specify)

Total Cost

RECOVERY OF TRAINING COSTS

Should you leave the employment of SCOLLAR within the periods specified below (for whatever reason), you will be required to make a repayment to the Company (at the rates detailed below) for the cost of the above training course. If you fail to attend the training course, following your agreement to attend (unless for reasons of certified sickness, or other reasons that were unavoidable and fully acceptable by the Company), you will be required to repay the full cost of the training course.

The rate of reimbursement to the Company (which is detailed as a percentage of the total cost of the training course) will depend on the length of time you continue to be employed from the date of the training course (completion date) or will be due to your non-attendance at the training course.

Up to three months after completion of the training course

Four to six months from the completion of the course

Seven to nine months from completion of the course

Ten to twelve months from completion of the course

After twelve months

Failure to attend training course

Percentage (%) of total cost repayable

100 %

75 %

50 %

25 %

0 %

100 %

SIGNATURE AND AGREEMENT

I agree and understand the terms of the training deduction, and authorise SCOLLAR to make a deduction from my final payments, including holiday pay, for any monies owed to SCOLLAR for the cost of training as detailed above. I further agree that if the deduction does not cover the total amount due to the Company, and money remains outstanding to SCOLLAR, I will repay this amount within three months of my termination date from SCOLLAR.

Employee Signature:

Print Name:

Date:

Authorised by

Print Name:

Date: