



COMPANY HANDBOOK

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WELCOME TO THE GROUP

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This Company Handbook remains the property of One Resourcing and must be returned if requested.

Welcome to One Resourcing Limited

First and foremost, we would like to congratulate and welcome you to the One Resourcing team.

One Resourcing was founded in July 2006 with the objective of becoming the number one Aviation recruitment business in the industry. One Resourcing's in depth security expertise ensures that we supply only the very best candidates that are security vetted to meet Department for Transport, Civil Aviation Authority and Airport Authority regulations.

In November 2011 One Resourcing made history by becoming the first ever recruitment agency to be accepted on to the London Gatwick Airport ID scheme. This allows One Resourcing to sponsor our own Airport Security ID passes. We are now Authorised Signatories at London Heathrow and our plan is to join the ID schemes at even more UK airports.

One Resourcing is associated with some of the largest, most successful aviation and airline companies and has been providing our services to the UK Civil Aviation Authority for many, many years.

One Resourcing continues to build strong relationships with our customers by always understanding their specific requirements and then tailoring a recruitment and security vetting solution that always exceeds their expectations.

The information contained in this handbook should be read in conjunction with your Particulars of Employment and we would ask that you read both documents carefully. If you have any questions or require clarification on any point, please raise it with you direct line manager and they will be able to assist you.

One Resourcing is always ready and eager to listen to your ideas for improvements in our environment and operations, we want to hear your ideas so please feel free to put forward any opportunities for improvement to your line manager or request a meeting with one of the senior management team.

I trust you will find One Resourcing friendly, determined to be successful and seeking to provide secure, meaningful and happy employment for you, our greatest asset.

Thank you for coming to work with One Resourcing and we look forward to working with you.

Kevin O'Reilly

Managing Director

1. **EQUAL OPPORTUNITIES POLICY**

Equal opportunities means equal access to employment, promotion, training and development regardless of race, gender, class or physical capabilities. In this context access is to be active rather than a passive concept.

In all aspects of organisation and administration employees and client employees are to be treated as individuals rather than members of a group, therefore colleagues are required to demonstrate this awareness at all times and to each other. Care will be taken to ensure that language, whether written or spoken, does not reinforce stereotyping.

2. **HOLIDAY ENTITLEMENT AND CONDITIONS (One Resourcing Office Staff Only)**

Annual Holidays

The Company's holiday year begins on 1st January and ends on 31st December each year.

Your annual holiday entitlement is outlined in your Particulars of Employment.

Until 6 months service has been completed, paid holiday may only be taken at the pro-rata monthly rate.

Holiday entitlement may not be carried forward to the next holiday year nor will payment be made in lieu of holidays not taken.

You must complete a holiday request form for all holiday requests and have it agreed and signed by your supervisor before bookings are made.

The Company will approve holidays on a "first come, first served" basis. To ensure that operational efficiency/minimum staff levels are maintained throughout the year, the number of employees who can take a holiday at any one time is limited, however you must reserve a minimum of 3 days of your annual holiday to be taken during the Christmas period, the exact dates of the Christmas shut-down period will be advised to you at the beginning of each calendar year.

You must send an e mail to all other colleagues a couple of days prior to your leave to inform them of the dates of your absence. This must be copied to the e mail address holiday@oneresourcing.com

The Company will sometimes offer additional days for holidays taken in the early part of the year. This will be communicated by e mail.

In the event of termination of your employment, any holidays accrued but not taken in that year will be paid for at the calculated rate of your holiday entitlement per completed month of service. However, in the event of you having taken holidays in the excess of your pro-rata entitlement, then the appropriate payments will be deducted from your final salary.

Public & Statutory Holidays

Included within your Annual Holidays are eight statutory and public holidays - New Year's Day, Good Friday, Easter Monday, May Day, Spring Bank Holiday and late Summer Bank Holiday, Christmas Day, Boxing Day.

The Company at its discretion may change any statutory or public holidays by giving a minimum of 4 weeks notice setting-out the date on which the holiday will then take place.

3. **PENSION ARRANGEMENTS**

Once you have completed 3 months of continual employment, you will be enrolled into the Company's pension scheme.

You will receive full details of the scheme at this point from NOW pensions who we have requested to operate the scheme for us.

Should you have any queries regarding your pension arrangements prior to receiving details of The Company's pension scheme, please contact your supervisor.

4. **SICKNESS, ABSENCE AND SICK PAY**

Sickness Reporting Procedures

If you are unable to report for work, you are required to notify your sickness absence by telephone to your Branch Manager at the branch, as early as possible, but no later than 08:30 am, failure to comply with this request could result in disciplinary action and the loss of sick pay. The Branch Manager will then send an e mail to sick@oneresourcing.com and any other relevant colleague with the details of the absence.

Reporting Procedures On The Telephone

You inform them of the following:

- The nature of your illness.
- The projected time period for which you will be ill.
- Important information relevant to the running of The Company (i.e. appointments with clients, meetings with suppliers that you will not be able to attend).

Failure to inform The Company of Sickness

Should you not inform The Company within the designated times, The Company will presume that you have decided to take unpaid leave and your salary/wage will be adjusted accordingly.

Self Certification Certificate

You must submit a Self Certification Certificate form (available from accounts department) without delay and/or a doctor's statement as evidence of incapacity if your illness lasts more than 7 calendar days. A SCC will be issued upon request.

You should advise the personnel department that you are unable to attend work and give details of the reason. This information will then be forwarded to your supervisor so that they can be made aware of your absence and if necessary contact you to discuss any important items that may need attention during your absence.

Evidence may be required of your incapacity.

You should send by post a self certification sickness report form without delay.

Provided this procedure is complied with and the statutory rules are met, Statutory Sick Pay (SSP) will be payable from the fourth qualifying day.

The qualifying days are Monday to Friday inclusive which is considered to be the normal working week for the purpose of the act. Payment is not made for the first 3 days (called waiting days) of any illness unless two periods of incapacity are separated by 56 calendar days or less: this is known as a linked spell.

SSP will be payable from the first qualifying day in the second spell.

If your sickness lasts more than 7 calendar days you are required to provide a doctor's statement as evidence of incapacity. Further notes must be provided at weekly intervals to cover the remainder of sickness. The Company reserves the right to require an employee to provide (at The Company's expense) a doctor's statement as evidence of incapacity in respect of absences of 7 calendar days or less.

Occupational Sick Pay (One Resourcing Office Staff Only)

If your period of continuous service with The Company is 12 months or more and you meet the eligibility rules and qualifications set out below, you are entitled to Occupational Sick Pay on the following scale:

During the first full year of service from date of entry:	0 days
One year or more but less than 5 years:	5 days
Five years and over:	10 days

Any further payment beyond those listed above is at the discretion of The Company and shall not form a contractual right.

Eligibility: All employees between the ages of 18 and 65.

Qualifications

- a) Payment will be calculated on 260 working days per year.
- b) Payment only actioned on receipt of Self Certification Form.
- c) Payment not made if sick during holidays.
- d) Payment is not made if absence is due to pregnancy.
- e) Occupational sick pay will only be payable from the second day of sickness.

- f) It is the responsibility of the employee to ensure that the doctors'/Self Certificate is presented to his/her supervisor in order to ensure payment.
- g) If, at the end of an entitlement year, an employee exhausts his/her sickness benefit entitlement then he/she will be required to complete 4 weeks back at work before becoming entitled to receive sickness payment from the following year's entitlement.
- h) The Company reserves the right to suspend the sickness scheme in relation to either an individual or any group of employees.
- i) Payments are cumulative throughout the 12 months period until the maximum entitlement of payment has been reached.
- j) Where occupational sick pay is paid the payment is inclusive of statutory sick pay.

5. TERMINATION OF EMPLOYMENT (One Resourcing Office Staff Only)

If you wish to leave The Company please advise your supervisor and submit a letter of resignation. Please state in clear terms why you wish to leave. You will be expected to give the notice required in your Particulars of Employment, unless some shorter period is acceptable to The Company.

Notice Entitlement

The minimum period of notice which you have to give The Company is 1 week.
The minimum period of notice which you are entitled to receive are:

Continuous employment for 4 weeks or more but less than 2 years	1 week
2 years or more but less than 12 years	1 week for each completed year of continuous employment
12 years or more	12 weeks

Notice to be given on the first of the month (or by mutual agreement with The Company).

6. LAY OFF OR SHORT TIME WORKING (One Resourcing Office Staff Only)

As an alternative to redundancy, The Company will consider temporary lay off or short time working when the work is disrupted for any reason. The Company undertakes to give a minimum of 48 hours notice to all employees by the posting of an appropriate notice. Payment in a lay off situation will be in accordance with the Employment Protection Legislation. Payment during short time working will be dependant on the hours worked.

7. REDUNDANCY (One Resourcing Office Staff Only)

If the measures set out in section 7 above are insufficient to meet the difficulties being experienced or are inappropriate, The Company will be in a redundancy situation. In these circumstances management will consult with the employee(s) concerned or representatives of them and ensure fair and consistent treatment. Selection for redundancy will depend on all of the circumstances. It will take account of the need to retain a balanced labour force giving due regard to individuals skill, proficiencies, qualifications, standards of work, performance, attendance, disciplinary record and duration of service.

8. GRIEVANCE PROCEDURES

If you have a grievance relating to your employment, please refer to the procedure set out in appendix II attached to this document and use it. The grievance procedure provides a mature way of dealing with industrial problems. If you were to choose to leave The Company's premises as an alternative to using the procedure then you would be in breach of your Particulars of Employment.

Management will investigate all incidents of employees leaving their place of work, although this may prove difficult, if the employees had already gone home. Where employees who by their actions indicate that they are not abiding or do not intend to abide by the specific requirements of the Particulars of Employment, they will be considered to have terminated their employment and will be so treated by The Company.

9. DISCIPLINARY PROCEDURES

The disciplinary procedures applicable to you will be found in The Company's Disciplinary Procedures, set out in Appendix III to this Company Handbook. You have a right to apply for a review of the decision to the next level of company executive specified in the Grievance Procedure.

10. ABSENCE

If you need to leave the premises for personal reasons during normal working hours you will be required to obtain permission from your supervisor.

Only in cases of sickness, accident or emergency may you stay away without leave. If an emergency does arise, you must notify The Company of the reason for your absence at the earliest possible moment.

The Company is not liable for payment for absence whether authorised or unauthorised.

Time Off

(excluding hourly paid or part-time employees)

In addition to statutory and annual holidays circumstances may arise where employees need time off for medical/dental appointments or for domestic reasons. Any time off required under this heading will be granted at the discretion of your supervisor and must be made up at a mutually convenient time.

11. CHANGES IN PERSONAL PARTICULARS

You are requested to notify The Company of a change in address (temporary or permanent), Bank Account, Marital Status, next of Kin, or Dependents (for pension purposes).

Any employee requiring assistance in personal matters may request an interview with the Managing Director.

12. DISABILITY DISCRIMINATION ACT 2005 AND THE EQUALITY ACT 2010

The Company is mindful of its responsibilities under the provision of the DDA in ensuring that so far as reasonably possible, such adaptations of the premises and equipment as maybe necessary are put into effect.

The company also follows the rules for employers regarding discrimination against employees, trainees or job seekers because of their age and ensure that all workers, regardless of age, have the same rights in terms of training and promotion.

13. JURY SERVICE (One Resourcing Office Staff Only)

If you are required for Jury Service you should advise your supervisor. You will be released from your normal job for the period required by the court. Employees should claim the expenses and the statutory allowance payable. Provided this is done, The Company will pay to the employee the difference between the statutory payment and the employee's basic daily pay.

14. COMMITMENTS OUTSIDE THE COMPANY

The working time regulations 1998 lays down stringent rules regarding time off work, this includes any work you may do for a secondary employer. You must advise your immediate supervisor if you have any employment, which prevents you from having a day off work each week or two consecutive days once a fortnight, working during your annual leave and, if you have not signed a disclaimer, working 48 hours per week averaged over 17 weeks.

15. REFERENCES (One Resourcing Office Staff Only)

The Company requires each applicant to give the name and address of two referees one of whom must be a previous employer or in the case of a school leaver, a teacher. The Company will then apply for a written reference at its discretion.

Should the contents of a reference be considered unsatisfactory, The Company reserves the right to terminate employment.

Employees should note it is not company policy to give "open" references to an employee or employer.

16. INTERNAL SECURITY

Whilst on The Company's premises an employee must be prepared to show that he is not in possession of property to which he is not entitled. This may entail permitting a search to be made by an authorised person. Refusal to do so will be considered a breach of your contractual terms.

No notices, leaflets or propaganda may be displayed or distributed on The Company's premises without permission.

No information, computer programmes or drawings describing company property or processes may be given to unauthorised persons.

Visitors must not be brought into any section of The Company's premises without the prior approval of a supervisor. The presence of strangers on the premises without a visitor's badge must be reported to your supervisor.

17. GRATUITY AND PRESENTS

The acceptance of gratuities and presents is strictly prohibited.

18. **SMOKING**

Smoking is prohibited in all parts of The Company's premises (including company vehicles) except in the nominated areas outside the building.

19. **BETTING AND GAMBLING**

No betting or gambling is allowed on the premises. Exceptions may be granted by the Managing Director for a limited number of raffles held in support of registered charities and the National Lottery.

20. **SALE OF GOODS**

You may not sell, buy or otherwise carry on any business whilst on The Company's premises without the Managing Director's written permission.

21. **COMPANY MOTOR VEHICLES**

You are not permitted to drive any vehicle belonging to The Company without prior permission. Policy and procedure relating to company vehicles are set out in Appendix V.

22. **PRIVATE MOTOR VEHICLES AND CYCLES**

The Company will not accept liability for any loss from, or damage to, any motor vehicle or cycle whilst it is on The Company's premises, no matter how such damage or loss may be incurred. The terms of paragraph 16 relating to The Company's right of search of the person applies equally to your car/vehicle.

It is the employee's responsibility to insure the car correctly, if requested to carry out company's business.

Car parking spaces if available are on a "first come first served" basis.

23. **CONTACTING THE PRESS**

You are reminded that employees must not contact the press or media on matters concerning affairs of the Company.

24. **RADIO AND TELEVISION**

Private radios and television sets are not permitted to be brought onto or used in any part of the premises without prior permission from your supervisor.

25. **ALCOHOL/MISUSE OF DRUGS**

The bringing onto or the consumption of alcohol and the misuse of drugs on company premises is strictly prohibited. Staff breaking this rule or arriving at work under the influence of drink or drugs will be suspended from work and a disciplinary hearing convened after investigation.

26. **CRIMINAL OFFENCES**

Any action on your part which amounts to a criminal offence or theft inconsistent with your employment will lead to dismissal.

27. **TELEPHONE AND MOBILE TELEPHONE**

Policy

The provisions of this policy apply to all employees of One Resourcing Limited, whether or not they have access to, or sole use of a telephone or mobile telephone. These facilities are provided for Company business and it is recognised that the Company should provide guidance to its employees about the appropriate use of telephones and mobile telephones in order to safeguard the interests of both the staff and the Company.

The purpose of this policy therefore is to provide guidelines regarding the use of telephones in the workplace, and also the use of, and safe use of mobile telephone in the office and when driving.

Definitions

Mobile phones also includes any other device (s) that utilise the mobile telephone as a conduit to other mediums besides voice, such as social networking sites.

Misuse of telephones/mobile telephones also included access to services on the World Wide Web.

General guidance

It is recognised that there may be occasions when employees might legitimately need to make and receive personal calls. These calls, both fixed lines and mobiles should be in order to deal with occasional and urgent domestic crises, and should not interfere with work requirements.

The use of the telephone (fixed line or mobile), which is in any way excessive, defamatory, obscene or otherwise inappropriate, will be treated as misconduct, and dealt with in accordance with the Company Disciplinary Procedure.

Employees in possession of a Company mobile phone are expected to protect the equipment from loss, damage or theft. Upon resignation or terminations of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection. Employees who are unable to present the phone in a good working condition, may be expected to bear the cost of a replacement.

Employees are advised that they are prohibited from using a hand held mobile phone while driving a vehicle. This misdemeanour will be considered to be gross misconduct offence, and any employee found to do so would be dealt with in accordance with the Company Disciplinary Procedure.

For those employees whose job includes frequent driving, employees will be provided with a hands free kit. However it is best practice when using your mobile phone to pull over to a safe place.

Employees will be solely responsible for any traffic violations resulting from the use of their phone while driving

28. **COMMUNICATION**

The company uses the skype system as a form of communication. The company will provide internet Phones where necessary and wherever possible internet calls and instant messages should be used to save the company money. There should be no personal use of this system unless permission has been given by your supervisor.

29. **EXPENSES**

All reasonable out-of-pocket expenses incurred wholly and exclusively on company business will be reimbursed. An Expense Claim Form together with all support V.A.T. receipts must be submitted to the accounts department at the end of each month.

30. **STANDARD OF DRESS (One Resourcing Office Staff Only)**

It is important that One Resourcing Limited employees consider their own presentation in order that they project a professional image to clients, guests and staff with whom they interact.

Discretion in style of dress and behaviour is essential to the image and the safe environment of the Company. Employees are expected to dress in a manner appropriate to their working environment and the type of work performed.

Everybody should dress in an appropriate manner, giving the professional image you would expect of a successful, high performing, and well regarded employment business. This means avoiding the extremes of fashion and ensuring that we all dress to the same standards as our guests, customers and partners.

In applying the Dress standard, managers must have due regard to religious, cultural and health and safety needs of their staff.

Business attire should be worn for work. Typically this type of dress would include:

- Business suit
- Long and short sleeve blouses / shirts
- Collar
- Headscarves
- Jackets/Blazers
- Skirts of discreet length
- Dresses
- Leggings
- Smart footwear
- Tights/stockings or socks
- Smart culottes or divided

The following is considered inappropriate as normal business attire

- Blue denim / ripped jeans / cord trousers
- Mini skirts
- Shorts
- Sweat shirts
- High fashion jewellery, e.g. nose studs, outlandish earrings, tooth jewellery
- Exposed body piercing or tattoos

- High fashion hairstyles and make-up
- Revealing attire such as crop tops or clothes made out of see-through materials
- Slogans or pictures on T-shirts should not contain nude or semi-nude pictures or political slogans, or suggestive cartoons or drawings
- Jogging or athletic attire

Dress Down Day

From time to time, the Company may allow “dress down” days. On these days normal business attire is not required, however employees should exercise discretion, keeping in mind all appointments with Company clients and dress accordingly.

Items of clothing that are acceptable are jeans, casual shirts, casual trousers/skirts and casual shoes (trainers are permitted provided they are in good condition).

Jogging attire or revealing clothing is not acceptable.

T-shirts should not contain nude or semi-nude pictures or political slogans, or suggestive cartoons or drawings.

Procedure

Staff have a responsibility to dress appropriately for work, giving due consideration to their working environment. They are expected to dress in a professional and business like way and to use common sense in complying with the Dress Code.

Whilst Managers will take a reasonable approach in interpreting the Dress Code, there may be occasions when the employees dress is considered inappropriate.

In these circumstances, it is the responsibility of the line manager to approach the employee for a discussion about the way that he/she is dressed. If there are legitimate religious, cultural or health and safety reasons, then these will be taken in to account.

If an employee reports for work, inappropriately dressed, the line Manager may instruct the employee to return home to change clothes, or take other appropriate corrective action. The Company may at their discretion, reduce pay accordingly for time lost.

If the situation continues and cannot be dealt with informally, then the employee may be dealt with the formal Disciplinary Procedure.

31. LOANED COMPANY PROPERTY

At the termination of employment all loaned company property must be returned. Management will deduct from any money due to an employee an amount equal to the cost of replacing the property not returned.

32. LOSS OR DAMAGE

The Company will not accept any liability for any loss or damage to personal property of an employee, no matter how such loss or damage may be incurred.

33. SAFETY

You must observe the safety regulations laid down by the Health & Safety Acts.

Always read posters and notices displayed. They are put up for your safety and security.

Fire alarm boxes and fire fighting appliances are at various points throughout the buildings.

Fire alarm rules are also prominently displayed and you should familiarize yourselves with the details as shown therein.

Each office has an appointed Fire Officer and you should familiarise yourself with who this is at your Branch.

When the fire alarm is sounded you must evacuate the premises and assemble in the nominated area.

Employees who willfully disregard safety regulations and take unnecessary risks are a danger to themselves and others. They may with such behaviour cancel or reduce any claim they may have against The Company in the event of an accident.

Further details of The Company’s safety policy and procedures are given in Appendix 1.

Illness Or Accident At Work

If you suffer an accident however slight or become ill while at work, you must report it as soon as possible to your supervisor. An accident should be recorded by the employee concerned or someone else acting on your behalf in the Accident Report Book located in the First Aid areas.

First Aid

There are first aid boxes in the First Aid area. The Accident Record Book is located in the First Aid area.

34. LOST/FOUND PROPERTY

Lost or found property should be reported to your immediate supervisor.

35. DISCOVERY/INVENTION

Any discovery, invention or process made whilst in the employment of The Company relating to the business of any member firm of the Group will be disclosed and you will join with The Company in applying for any patent or appropriate protection, you will be rewarded in accordance with the provision of the Patent Act.

36. PATENTS AND PROCESSES

Computer programmes and processes used by The Company are the property of The Company and may not be communicated to other persons. Any breach of this regulation may lead to legal action being taken against the person concerned.

37. COMPANY INSTRUCTIONS

General instructions concerning employees will be displayed on the official notice boards or communicated memo or e-mail. Ignorance of such instructions will not be accepted as a reason for non-compliance.

38. GENERAL

Any alteration to the terms referred to above will be duly recorded within 28 days of any such alteration and will be available for you to refer to in the personnel department's office at any reasonable time.

APPENDIX I

SAFETY POLICY

- a) The Company and its employees are to take all reasonable and practical measures to provide and maintain a safe, healthy working environment.
- b) The Company will consider the Health and Safety aspects of all decisions affecting The Company and, where appropriate, to consult with the representatives of employees concerned or affected by such decisions.
- c) The Company will encourage proposals for the better maintenance of Health and Safety at work and to provide means for these to be communicated and considered. Regular assessments will be carried out with key staff by authorised personnel.
- d) The Company will ensure that all practical efforts are made to meet statutory requirements and codes of practice, relating to The Company's activities and consider any relevant recommendations from professional bodies dealing with Industrial Health and Safety.
- e) The Company will provide where necessary safety instructions and training and to require those concerned to operate accordingly. Rules have been made in the interest of safety and efficiency and will therefore be strictly enforced.
- f) It is essential that all employees remember that under the Health and Safety at Work Act, employees have a responsibility to carry out their work in a healthy and safe manner and not to interfere with or misuse equipment.
- g) All employees visiting construction sites will be provided with full Personal Protective equipment PPE. You must ensure you use this where required.
- h) All employees whose job description involves recruiting for the construction industry will be required to take CSCS training and test. The company will pay for this and will need to be taken every two years.
- i) All employees are engaged on the understanding that they will comply with these rules. Lack of knowledge of them will not be accepted as a reason for failing to observe them. Infringement of these rules will result in disciplinary action and persistent infringement may result in dismissal.

APPENDIX II

GRIEVANCE PROCEDURES

Introduction

The Company recognises that any grievance you may have should be processed without delay and that an individual is entitled to be heard, the grievance investigated and a reply given. Failing resolution of the problem, the matter may be transferred to successive levels of management up to the Managing Director.

Before raising a formal complaint, the employee is encouraged to talk directly and informally to the person whom they believe is harassing him or her, using the informal procedure below. It may be that the person whose behaviour is causing offence is genuinely unaware that his or her behaviour is unwelcome or causing distress and that a direct approach can resolve the matter without the need to use the formal procedure

Employees can raise a complaint informally and/or formally. They should contact Michael O'Raghailigh, Head of operations using the email address michael@oneresourcing.com or by calling 01903 930021 or another manager in the absence of that manager or where their complaint is against that specific manager. A grievance may be submitted at any time which will not result in any interruption to customer service or essential work deadlines.

Informal Procedure

If the employee feels able, they should speak up at the time of the grievance. It is important to be direct and for the employee to state explicitly the reasons for this grievance. The employee can also discuss the matter with another colleague or their supervisor and ask them to speak on their behalf

Formal Procedure

If this does not result in your grievance being settled, you should set out your grievance in writing at the earliest convenient time using the email address Michael @oneresourcing.com and the reply will be given within three working days. The Company will investigate any informal or formal complaint thoroughly and fairly, which may involve having meetings, with the various people involved. The Company will send to you a letter detailing their findings and any decision reached.

Appeal

If this does not result in your grievance being settled, a final appeal may be made to the Managing Director by letter at the Company Head Office in Crawley.

Time Limits

The time limits for each stage of this procedure may be extended by mutual agreement of the parties involved at that stage.

Right to be accompanied

An employee at a hearing at any stages may be accompanied by a companion of their own choice.

APPENDIX III

DISCIPLINARY PROCEDURES

OBJECTIVES

Disciplinary rules and procedures are necessary for promoting fairness and order in the treatment of individuals and in the conduct of employee relations. They also assist an organisation to operate effectively. Rules set standards, procedures help to ensure that standards are adhered to and also provide a fair method of dealing with alleged failures to observe them (ACAS CODE).

1. THE AIMS OF THE DISCIPLINARY PROCEDURES ARE TO:

Provide fair and consistent means for dealing with unsatisfactory conduct or performance at work.

Ensure that offences are thoroughly investigated and offenders are given the opportunity to state their side of the case.

Allow for individuals to be accompanied by a companion at disciplinary meetings.

Encourage employees to maintain responsible attitudes towards work and conduct at work and to give offenders the opportunity to improve.

2. OFFENCES

It is not possible to give exhaustive lists of every offence which would incur disciplinary action. Responsible, reasonable and adult behaviour is expected of all employees. It is possible, however, to distinguish between two types of offences:

GENERAL
SERIOUS

3. EXAMPLES OF GENERAL OFFENCES which will be subject to disciplinary actions are as follows:

- ❖ dishonesty;
- ❖ breach of confidentiality;
- ❖ negligent use, misuse or unauthorised use of the Authority's property, including equipment, materials and information;
- ❖ health and safety issues, for example:
 - ❖ threatened physical assault;
 - ❖ abusive behaviour, offensive or obscene language or gestures directed at employees; members of the Management Committee; members of the public;
 - ❖ deliberate or reckless damage to the Company's property;
 - ❖ failure to observe established health, fire and safety rules and to report accidents or injuries whilst on duty;
 - ❖ smoking in any other than designated areas;
 - ❖ creating or contributing to unsanitary conditions;
 - ❖ entering or leaving the Company's property except by designated entrances and exits;
- ❖ performance related issues, for example:
 - ❖ serious neglect of duty which undermines the organisation;
 - ❖ failure over a period of time to perform work to satisfactory standards;
 - ❖ (with reference to the Company's Alcohol/Drug Abuse policy), failure to carry out duties effectively while under the influence of alcohol or drugs, other than medically prescribed;
 - ❖ refusal to carry out a reasonable order of a manager;
 - ❖ misuse of the individual's employed position towards a fellow employee or a member of the public, including oppressive or abusive conduct; bullying, harassment or victimisation;
- ❖ infringement of terms and conditions of service, for example:
 - ❖ persistent lateness;
 - ❖ absence from duty without permission of supervisor, line manager (director or Chair);
 - ❖ excessive sickness absences with no appropriate certificates or authorisation;
- ❖ failure to comply with policies, procedures and regulations as laid down by the Association from time to time;
- ❖ engaging in or knowledge of activities on or off the premises which could be considered a discredit to the Association or its employees;
- ❖ undertaking additional employment which would counter the interests of the Association or would conflict with the employee's own position;
- ❖ making unauthorised statements to the press or news media relating to the Company's business;
- ❖ making a false statement of any kind within the realms of the Company's employment, knowing it to be false or having reckless regard as to either the validity or falseness of the statement.
- ❖ using a computer or private telephone during company time for personal reasons.

4. **EXAMPLES OF SERIOUS OFFENCES** which will be subject to disciplinary action are as follows:

- ❖ criminal offence which affects the individual's ability to carry out his/her job;
- ❖ physical assault by an employee on any other person;
- ❖ theft, misappropriation or unlawful destruction of property: the Company's, employees' or others';
- ❖ serious infringement of safety rules or negligence which causes unacceptable loss, damage or injury;
- ❖ supplying security access codes to any unauthorised person;
- ❖ unauthorised disclosure of information or misuse of trust of a serious nature;
- ❖ making malicious or unfounded allegations of a serious nature;
- ❖ deliberate falsification of any documents or claims, including time sheets, overtime or expense forms;
- ❖ misconduct at work or away from work of such a serious nature as to bring into disrepute either the employee's position or the organisation;
- ❖ sexual/racial discrimination;
- ❖ harassment of a serious nature;
- ❖ deliberately accessing internet sites containing pornographic, offensive or obscene material;
- ❖ persistent alcohol or drug abuse;
- ❖ engaging in unauthorised employment during hours when contracted to work for the Association or during periods of designated leave, for example annual or sick leave, time off for training, etc.;
- ❖ failure to disclose unspent criminal conviction(s) or any convictions, whether spent or not, in respect of posts exempt under the terms of the Rehabilitation of Offenders Act 1975;
- ❖ providing false information on a job application form.
- ❖ persistent misuse of the company's computer system for personal reasons

5. **DISCIPLINARY ACTION** will include as appropriate:

Oral or written warnings

Suspension from work without pay

Dismissal

Demotion or transfer to alternative employment

6. **THE EXTENT OF DISCIPLINARY ACTION** taken against offenders will vary according to:

The seriousness of the offence

The disciplinary record of the offender

7. **A GENERAL OFFENCE**

A general Offence which is flagrantly flouted or repeatedly committed may be regarded as a serious offence. Serious offences may result in dismissal or a period of suspension without pay and/or demotion.

8. **INVESTIGATION AND DISCIPLINARY MEETINGS**

The supervisor is responsible for discipline.

The supervisor will ensure that satisfactory standards of work are maintained and will discuss, help and advise employees whose work falls below the required standards before taking disciplinary action.

When the supervisor is not satisfied with an employees conduct or when it appears that an offence has been committed, the employee concerned will be informed that the matter will be investigated to determine whether or not disciplinary action is justified.

In the case of serious offences, an employee alleged to be responsible may be sent home (suspended) without loss of pay while the matter is investigated and a disciplinary meeting arranged.

The employee concerned will be given an opportunity to explain their side of the case and has the right to be accompanied by a companion of their own choice.

9. **DISCIPLINARY ACTION**

The object of the investigation and the disciplinary meeting is to enable The Company to decide, what if any disciplinary action is appropriate.

In the case of general offences, this may be an oral warning or a written warning depending on the frequency or severity of the offence. The offender will be informed that this action is the first stage in the disciplinary procedure and that failure to improve or repetition of the offence may lead to dismissal or other penalty.

Serious offences or further general offences will follow the same procedure and offenders may be subject to a Final Written Warning which renders the employee liable to dismissal following a further offence, or a period of suspension without pay/demotion in those cases where previous record or long service justifies this as an alternative to dismissal on the seriousness of the offence.

The Manager may issue oral and written warnings, a record of which will be retained on file.

Decisions to suspend without payment, demote or dismiss an employee will be reported to the Managing Director for confirmation or otherwise. The Managing Director will investigate before any employee is dismissed from The Company's employment for disciplinary reasons.

10. **APPEALS**

If you are not satisfied with disciplinary action taken you may appeal.

Those employees who have completed 12 months service may elect to appeal to the Managing Director.

11. **OPERATION OF PROCEDURE**

Oral warnings will remain in force for 6 months.

Written warnings will be entered in the employees record and will stand for a period of twelve months from the date of the offence. The employee will receive a copy of the written warning.

Where the disciplinary case concerns an employee's capability or job performance, action taken may include demotion or transfer to another job as an alternative to dismissal.

It should be understood that disciplinary action will be taken in accordance with the severity of the offence. It is not a mechanical process which inevitably follows the pattern of oral warning, written warning, further written warning, final written warning, suspension or dismissal. In some cases a first offence may warrant suspension or dismissal whether or not oral or written warnings have been previously given.

APPENDIX IV

CODES OF PRACTICE ON HARASSMENT OR BULLYING

1. Policy

The Company wishes to provide a stimulating and supportive working environment which will enable its staff to fulfil their personal potential and creativity. Such an environment cannot exist where any member of staff is subjected to harassment, intimidation, aggression or coercion.

The Company is fully committed to the principles of equality and diversity in the workplace and regards harassment as a form of discrimination. As such the Company will not tolerate any form of bullying or harassment.

The Company will treat all complaints of harassment and bullying seriously and will investigate them promptly and in confidence.

1. Harassment

- 1.1 Harassment is unwanted conduct which violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. It may be on the grounds of sex, marital status, race, disability, religion or beliefs, sexual orientation, age or gender reassignment. For the purposes of this Policy this list should be considered non-exhaustive, and harassment or bullying on any grounds will not be tolerated by the Company.
- 1.2 Harassment may be persistent or an isolated incident, obvious or subtle, face-to-face or indirect. It may even be through unequal or unfair application of monitoring systems, for example through the monitoring of breaks where it is not applied equally to all employees.
- 1.3 Examples of behaviour which may constitute harassment or bullying include (but are not limited to):
 - 1.3.1 spreading malicious rumours;
 - 1.3.2 professional or social exclusion;
 - 1.3.3 insulting behaviour;
 - 1.3.4 unwelcome sexual advances or physical contact;
 - 1.3.5 unfounded threats relating to job security;
 - 1.3.6 calculated undermining of an employee's competence, for example through a consistently unreasonable or unfair workload, overbearing supervision or unnecessary circulation of critical memoranda;
 - 1.3.7 physical assault;
 - 1.3.8 verbal abuse, threats, derogatory name-calling, ridicule, insults and offensive or embarrassing jokes;
 - 1.3.9 offensive emails, texts or visual images;
 - 1.3.10 derogatory graffiti/insignia or display of derogatory or offensive material; and

inciting others to commit any of the above.

The Company wishes to reiterate that it will not tolerate any instance of harassment or bullying regardless of the grounds. This Policy will equally apply to work related events even if they occur away from the normal workplace. The following are expressly unlawful grounds by which a person may experience harassment or bullying:

- a) Harassment or bullying on the grounds of a person's sex, pregnancy, maternity leave etc. This can apply even where the complainant was not the employee to whom the harassment was directed;
- b) Harassment or bullying on the grounds of a person's marital status;
- c) Harassment or bullying on the grounds that a person intends to undergo gender reassignment, is currently undergoing gender reassignment or has already undergone gender reassignment;
- d) Sexual Harassment. This is distinct from sex harassment, as it is physical, visual, verbal or non-verbal conduct that is sexual in nature;
- e) Harassment or bullying on the grounds of race, colour, ethnicity or nationality;

- f) Bullying or harassment on the grounds of a person's disability;
- g) Bullying or harassment on the grounds of a person's sexual orientation, applying equally to "same sex" orientation, "opposite sex" orientation and "both sexes" orientation;
- h) Harassment or bullying on the grounds of a person's religion or beliefs;
- i) Harassment on the grounds of a person's age, applying equally to all people regardless of age;
- j) Harassment or bullying as a consequence of a person raising a grievance.

2. Reporting Harassment

- 4.1 Employees have the right to complain if they are treated in a way that they believe constitutes harassment or bullying. Aside from complaints about the behaviour of colleagues, employees have the right to complain if they believe they have been bullied or harassed by a third party e.g. a client, customer or supplier.
- 4.2 Employees who make a genuine complaint under this policy will not be subjected to any unfavourable treatment or victimisation as a result of making the complaint.

2. Procedure for Complaints

- 2.4 Any employee who feels that they have been subjected to harassment or bullying by any other member of staff, should raise the matter as soon as reasonably practicable.
- 2.5 Employees can raise a complaint informally and/or formally. They should contact Michael O'Raghailigh, Head of operations using the email address michael@oneresourcing.com or by calling 01903 930021 or another manager in the absence of that manager or where their complaint is against that specific manager.
- 2.6 Before raising a formal complaint, the employee is encouraged to talk directly and informally to the person whom they believe is harassing him or her, using the informal procedure below. It may be that the person whose behaviour is causing offence is genuinely unaware that his or her behaviour is unwelcome or causing distress and that a direct approach can resolve the matter without the need to use the formal procedure.

2.7 Informal Procedure

- 2.7.11 If the employee feels able, they should speak up at the time when they feel harassed or bullied. It is important to be direct and for the employee to state explicitly that they feel they are being harassed and that the behaviour is unacceptable to them. The employee can also discuss the matter with another colleague or their supervisor and ask them to speak to the harasser on their behalf.
- 2.7.12 Alternatively, if the employee feels unable to speak to the harasser directly, they could write a letter to them which clearly identifies the offending behaviour and requests that it stops immediately. The employee should sign and date any such letter and ensure that a copy is kept for any possible future formal complaint. It is also advisable that the employee keep an 'incident diary' of any offending behaviour.
- 2.7.13 Where the informal procedure has not resolved an employee's complaint, a formal grievance can be raised by the employee.

2.8 Formal Procedure

- 2.8.14 Any employee who feels that they have been subjected to harassment or bullying may at any time decide to deal with the issue through formal procedures (using the Company's grievance procedure), regardless of whether informal steps have been taken or not.
- 2.8.15 When bringing a complaint of bullying or harassment, the employee should state:
 - The name of the person whose behaviour is believed to amount to bullying or harassment;
 - The behaviour that is causing offence, with specific examples;
 - Dates and times when incidents of harassment or bullying occurred;
 - The names of any employees who witnessed any incidents;
 - Details of any action the employee has taken to try and address the bullying/harassment.
- 2.9 The Company will investigate any informal or formal complaint thoroughly and fairly.
- 2.10 An employee accused of harassment or bullying will be informed of the exact nature of the complaint against him or her and given a full opportunity to give his or her version of events.

3. Consequences of Breach

- 3.11 Harassment is a disciplinary offence and will be dealt with according to the Company's Disciplinary Procedure. Bullying, harassment, victimisation or discrimination may constitute gross misconduct, punishable by summary dismissal without notice.
- 3.12 Employees should bear in mind that harassment or bullying may also constitute a criminal offence punishable by a fine and/or imprisonment.

DISCIPLINARY PROCEDURE

Any employee who is made aware of any incident either amongst staff or customers will report the matter to their Manager.

He/she will investigate and either verbally admonish or issue a written admonishment to the culprit(s) depending on the seriousness of the offence.

Any repeated offence within 12 months will be reported immediately to your Manager who shall be authorised to re-convene a disciplinary meeting.

3. DISCIPLINARY ACTION

Your Manager shall in the case of an employee deal with the matter in accordance with The Company's disciplinary procedure.

In the case of a customer/supplier your Manager shall investigate by arranging a meeting and advising the customer/supplier of The Company's Code of Practice and of The Company's total opposition to the behaviour as appropriate.

APPENDIX V

COMPANY VEHICLES - POLICY AND PROCEDURES

The Company may provide a vehicle suitable for the post.

1. AUTHORISED DRIVERS

The company car driver only or other individuals authorised by the Managing Director. No other persons are permitted to use the company vehicle.

All persons driving a company car must be in possession of a full and valid driving licence. In all cases, a copy of the driving licence should be lodged with the Personnel Department prior to driving the vehicle.

Endorsements to licences must also be notified to the Personnel Department. The company vehicle must not be used for racing, rallies or hire.

Unless specific permission given by a Director, the vehicle is only to be used for Business purposes and to and from home if this has been requested by the company. The vehicle is therefore not insured at any other time. If the vehicle was used at other times, then this would result in disciplinary action being taken by the company and may lead to your dismissal.

If the employee is required to drive the company vehicle in the course of his/her employment, the loss of a driving licence through road traffic or other offences will render the individual liable, at the discretion of Managing Director, to dismissal on notice on the grounds of lack of qualification to do the job.

2. DRIVER'S RESPONSIBILITIES

The company vehicle must at all times be kept in a clean and tidy condition. Services are the responsibility of the individual concerned and must be arranged in accordance with the requirements of the relevant manufacturer's recommendations. Prior to any work being carried out on the car an order number must be sourced from the buying office. You must inform the buying office of the work that is going to be carried out along with the appropriate estimate.

On taking delivery of a company vehicle, a garage of The Company's choice is nominated and an account opened in the name of The Company to whom all invoices for services should be sent in accordance with the instructions in the booklet given at the time the car is delivered.

The following are the major items that should be checked regularly: oil, water, brake fluid, tyres, windscreen wipers, windscreen washers, lights, antifreeze (in relevant weather) and batteries. The Company reserves the right to inspect The Company vehicle at any time.

All vehicles must be locked at all times when not in use. All Company property should be covered in the locked vehicle whilst in transit during working hours from 08:00 - 17:30 hrs and must either be returned to the premises or taken into the employee's home after normal hours of work.

In the event of a company vehicle being returned to The Company in a condition that implies neglect, the individual concerned will be required to reimburse The Company with the cost of repair and restoration.

3. ACCIDENTS/BREAKDOWN

In the event of an accident involving The Company vehicle, full details must be obtained of all parties and insurances including addresses of witnesses where relevant. An accident report form must then be made out immediately and forwarded to the financial controller. Where it is likely that the cause of the accident can be attributed to the company vehicle driver in question, the prevailing insurance excess will be required to be reimbursed by the company car driver subject always to the management's discretion which will be final.

All company vehicles are covered by emergency breakdown and their services should be used in the appropriate circumstances.

Should the windscreen of a company vehicle be damaged beyond safety limits, the driver should arrange for the broken screen to be replaced through the Insurance Company. A windscreen claim form should then be completed and returned to the financial controller so that a reimbursement may be claimed from the insurance company.

4. USE OF THE CAR ABROAD

When a Green Card is obtained from the insurance company for private or foreign use, The Company is required to be reimbursed by the individual concerned.

All Green Cards should be obtained through the accounts Department. 14 days notice must be given in advance of requirement together with the dates of travel and the countries to be visited so that the insurance company can be informed.

5. SMOKING

Smoking is prohibited in any Company Vehicle by Law. Contravening this rule may result in their insurance cover being invalid and therefore becoming personally liable for any claims. This will be treated as a Serious Offence and may also lead to their dismissal.

6. FINES

The company vehicle driver is responsible for all parking fines and related charges. Should a fine remain unpaid, necessitating The Company to make the payment, an equivalent sum will be deducted from the next salary payment with the appropriate notice of such deduction.

APPENDIX VI

USE OF ELECTRONIC EQUIPMENT

1. POLICY

The Company holds all users, including employees, contractors, vendors and auditors, of any electronic media or communication systems accountable for utilising these resources in a responsible, lawful, professional and productive manner while maintaining, protecting and enhancing The Company's public image. To ensure that employees are able to meet The Company's expectations, the following guidelines have been established for using The Company's electronic media and communication systems. While The Company intends to abide by this policy, we reserve to change the policy at any time as required.

All employees must agree to this policy as a condition of employment.

2. POLICY GUIDELINES

A. Computer and System Security

- Physical access to all electronic media systems is limited to authorised individuals.
- Employees must take appropriate actions to avoid or prevent the theft, unauthorised use, misuse or corruption of company hardware, software and data. Employees must report any suspicions of the above to their supervisor or the Managing Director.
- Employee passwords are confidential and should not be disclosed to other individuals without prior authorisation. Passwords should be changed periodically to limit unauthorised access. Employers should exit password-protected files when leaving their work area and should shutdown computers at the end of each day to prevent unauthorised use of their computer, terminal, passwords or log-in ids. All passwords should be communicated to their supervisor.
- Users must take every precaution to ensure that The Company's systems and computers are not exposed to computer viruses. All files downloaded from outside The Company's system, including e-mails, floppy disks or the Internet, must be screened for viruses unless the file is from a known, trusted source.
- Purchase of computer equipment or resources shall be done only through the IT Department. Movement or relocation of computer equipment must be approved by the IT Department.

B. Employee Privacy

- All electronic files and communications made, sent, received or stored on Company equipment or systems are the property of The Company and The Company reserves the right to access, review and monitor these communications and files at any time. The Company may, at their discretion, reveal the content of these files and communications to appropriate third parties.
- Employees should have no expectations of privacy for business-related or personal computer files of e-mail communications stored on company equipment or systems.

C. Personal Business

- The electronic media and communication systems and equipment provided by The Company are for business purposes. Limited personal use is acceptable during breaks or if permission granted by your supervisor, but it must not involve any prohibited activity, and not interfere with the productivity of the employee or their co-workers nor consume system resources or storage capacity on an ongoing basis.

D. e-mail

- e-mail communications must be regarded as a formal business communication that is permanent and widely distributed. Any employee statements or communications may be perceived as speaking on The Company's behalf and are therefore considered official company business. When sending e-mails, review the contents and double check the address before sending. e-mail messages can be used against The Company in a lawsuit.
- e-mail messages are automatically stored in several locations. As a result, simply hitting the "delete" button does not totally eliminate or erase the e-mail. In addition, once an e-mail is sent, it is virtually impossible to delete all copies of the e-mail. Sophisticated software can retrieve a message even after it has been deleted.

- e-mail and Internet communications are not necessarily secure or confidential.
- Personal e-mails should not be made or accepted during the business day, unless permission has been given by your supervisor.

E. Communication

F. Copyright & Trademark

- To prevent possible copyright, trademark, patent or intellectual property violations, no employee should copy or distribute any copyrighted material from e-mail or the Internet without authorisation from the author or publisher.
- Do not copy, cut, paste or scan copyrighted materials into the company database.
- The downloading of software without proper licensing or authorisation is prohibited.
- Only software approved by a Director shall be installed on company computers. Installation of unlicensed or duplicated software is prohibited.

G. Prohibited Activities

This policy prohibits the use of electronic media, communication system or equipment for activities that violate company policy or are otherwise not in the best interest of The Company to include, but are not limited to, the following:

- Transmission of any materials or communications that contain confidential, proprietary or trade secret information outside The Company's system without prior approval.
- Transmission of any company internal memos, documents, spreadsheets, e-mails or other correspondence outside The Company's system without prior approval unless they are intended for public distribution.
- Use of company electronic media or communication systems for personal gain and/or profit, including the buying or selling of goods or other non-business-related items.
- Initiation, storing or forwarding of chain letters, solicitations of advertisements which are not related to the business purposes or activities of The Company.
- Use for political or religious causes or activities or the advancement of personal views.
- Use for gambling or related activities.
- Engaging in any illegal, fraudulent or malicious conduct or activity of any kind.
- Transmission, retrieval, display or storage of obscene, pornographic or sexual-oriented material of any kind.
- Installing software on computers without prior approval from a Director
- Engaging in theft, corruption, destruction, alteration or tampering with any company data or programmes.
- Obtaining unauthorised access to any system or attempting to or actually circumventing or defeating system security.
- Use or disclose another employee's code, identity or passwords without authorisation.
- Monitor or intercept the files of electronic communications of other employees or third parties without prior authorisation.
- Send or post messages or material that could damage The Company's image or reputation. Send, post or store messages or material that is offensive, abusive, threatening, harassing, discriminatory or provocative to other individuals or groups, even in jest. This includes off-color jokes, racial slurs, gender-related remarks, or any other activity that tends to annoy or harass other individuals or employees in violation of the Company's anti-discrimination and sexual harassment policies.

3. **DISCIPLINARY ACTION**

- Use of The Company's communication and computer systems is a privilege afforded to employees that may be limited or revoked at any time at the discretion of The Company.
- Violation of the provision of this policy are grounds for discipline, up to and including termination.
- Violation of some of the provisions of this policy may also subject the employee to criminal prosecution and/or civil liability.

4. **RESPONSIBILITY**

The Managing Director shall designate (as they deem appropriate) an individual or department to administer and maintain this policy.

5. **RECORD MAINTENANCE**

The Managing Director shall designate (as they deem appropriate) an individual or department to maintain all records pertaining to this policy.

APPENDIX VII

COMMISSION STRUCTURE

Commission Scheme in Operation

Terms

1. Commissions are calculated according to the Margin Reports prepared on a weekly basis and represent the difference between paid and charged rates multiplied by the number of hours worked. Percentages are then calculated according to the table associated with their wage.
2. Each Branch will be given a Break Even amount for a Week, which is calculated by a Management Element added to a Staff Element.
3. Bad debts should be included on the Margin Report.
4. Commissions are paid monthly in arrears
5. On termination, bonus and commission payments will only be paid if the employee is still employed at the time that the payment is made. Employees who leave during a bonus and commission period will forfeit the right to payment.

APPENDIX VII

COVENANT

Employee's Covenants

Covenant 1

During the term of employment and for six months after termination, the Employee agrees not to engage in the following:

1. Promoting or engaging indirectly or directly as a Director, principal, partner, or associate, of any business in the same or similar business as the Company or its affiliates within 25 miles of one of the Group's offices.
2. Soliciting the Company's customers, employees, staff, subcontractors, or prospects with services or products of a similar nature to those being sold by the Company or affiliates of the Company.
3. The Employee agrees that the Company and its affiliates hold certain trade, business, and financial secrets in connection with the business. The Employee covenants to not divulge to any party at any time, directly or indirectly, during the term of this Agreement or afterwards, unless directed by the Board of Directors, any information acquired by the Employee about the Company or its affiliates, including, but not limited to, customer lists, trade secrets, documents, financial statements, correspondence, patents, processes, formulas, research, intellectual property, expenses, costs or other confidential information of any kind, or any other data that could be used by third parties to the disadvantage of the Company. This paragraph shall survive the term of employment.

Covenant 2

Company Rights on Breach

If the Employee breaches this covenant, the Company shall have the right, in addition to all other rights available hereunder and by law, to prevent the Employee from continuing such breach. The Employee confirms that he/she has had the opportunity to discuss and negotiate this Covenant fully and confirm his/her understanding and acceptance of it. If any part of this Covenant is declared invalid, then the Employee agrees to be bound by a Covenant as near to the original as lawfully as possible. This paragraph shall survive the term and termination of employment. The Employee shall further be liable for all costs of enforcement.

Covenant 3

Additional Governing Terms

No waiver of a right by the Company constitutes a waiver of any other right of the Company, and a temporary waiver by the Company does not constitute a permanent waiver or any additional temporary waiver. These Covenants may be modified only in writing and signed by the Employee and the Company. If any portion of these Covenants is declared invalid, these Covenants shall continue in effect as if the invalid portion had never been part hereof.

Company Handbook - Issue (1) 1st March 2011
(2) 1st June 2012
(3) 13th April 2016.
(4) 3rd January 2017