

1. Equal Opportunities Policy

Purpose:

To promote equality, diversity, and inclusion in the workplace.

Policy:

The company is committed to providing equal opportunities regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Discrimination, harassment, or victimisation in any form is strictly prohibited.

Recruitment, promotion, training, and remuneration decisions will be based on merit and not personal characteristics.

Responsibilities:

Managers must ensure fair treatment of all employees.

Employees should treat colleagues respectfully and report concerns to HR.

2. Employee Conduct & Behaviour Policy

Purpose:

To maintain professional, respectful, and safe workplace behaviour.

Policy:

Employees must adhere to company standards of conduct, including honesty, integrity, and respect.

Misconduct may result in disciplinary action, including warnings, suspension, or dismissal.

Examples of misconduct include theft, fraud, harassment, and repeated failure to perform duties.

Reporting:

Employees should report misconduct to line managers or HR confidentially.

3. Attendance & Punctuality Policy

Purpose:

To ensure employees maintain regular attendance and punctuality.

Policy:

Employees are expected to arrive on time and adhere to agreed working hours.

Absences should be reported to a line manager as soon as possible, ideally before the start of the working day.

Repeated unapproved absences or lateness may result in disciplinary action.

Recording:

All absences will be recorded in the company attendance system.

4. Leave Policies

Annual Leave

Full-time employees are entitled to 28 days paid leave (including public holidays).

Leave must be requested in advance and approved by line managers.

Sick Leave

Employees must notify managers as soon as possible if unable to work due to illness.

A self-certification form can be used for absences of up to 7 days.

A doctor's fit note is required for absences longer than 7 days.

Parental & Other Leave

Policies will comply with UK statutory requirements including maternity, paternity, adoption, and shared parental leave.

5. Health & Safety Policy

Purpose:

To provide a safe working environment and comply with the Health and Safety at Work Act 1974.

Policy:

Employees must follow health and safety procedures and report hazards immediately.

Managers are responsible for risk assessments and ensuring safe practices.

Training will be provided for safe use of equipment and emergency procedures.

6. Data Protection & Confidentiality Policy

Purpose:

To comply with UK GDPR and protect personal and company information.

Policy:

Personal and sensitive information must be stored securely and used only for legitimate business purposes.

Employees must not share confidential information outside the organisation without authorisation.

Breaches of data protection may result in disciplinary action and/or legal consequences.

7. Grievance & Disciplinary Policy

Grievance Procedure

Employees can raise concerns about work-related issues, bullying, or unfair treatment with their line manager or HR.

Grievances will be investigated promptly, fairly, and confidentially.

Disciplinary Procedure

Misconduct will be addressed through a structured process: informal discussion → formal warning → final warning → dismissal.

Employees have the right to appeal disciplinary decisions.