



## **Employee WEB Handbook**

Employee handbook for: 1NE Logistics Limited

1NE Logistics Limited - HR Manual Issue 1 | Nov 2017



## **Medical Logistics – Transport Temperature Control Specialists**

## **2-7 Table of Contents**

- 8, Introduction
- 8, About 1NE Logistics
- 8, Aims of the Handbook
- 9, Definitions within the handbook
- 9, Overview of the Handbook
- 10, When to use the Handbook
- 10, Updates and Changes to the Handbook

### **B. Contractual Terms and Conductions of Employment.**

- 11 Your Role
- 12 References
- 12 New Hire Medical Examination
- 12 Probationary Period
- 12 Hours of work
- 13 Working Time Regulations
- 13 Punctuality
- 13 Absence Reporting
- 14 Travel Disruption
- 15 On-Call/Emergency Response
- 15 Remuneration
  - 15 Base Salary
  - 15 Overtime
  - 16 Timesheets
- 16 Medical Requirements

16	Periodical/Adhoc Medical Examinations
16	Return to work medical requirements
17	Medication
18	Access to Medical Reports
18	Other occupations/outside business interests
19	Business Ethics
19	Conflict of Interest
20	Confidentiality, Intellectual Property
21	Insider Dealing
21	Data Protection
22	Public Relations
22	Right to Search
22	Capability
22	Disciplinary
23	Grievance
23	Change of Personal Data
23	Leaving
23	Notice
24	Resignation
24	Garden Leave
24	Monies due to the company
25	Exit Interview
25	Return of company property
26	Normal Retirement Date

## **C. Policies and Procedures during employment**

- 26 Induction
- 26 Performance Appraisal
- 27 Employee Development
- 27 Training Courses/Conferences/ Seminars
- 27 Education Assistance
- 27 Membership of Professional Bodies
- 27 Equal opportunities
- 28 Disciplinary
- 28 Grievance
- 34 Harassment
- 34 Stress
- 35 Substance Abuse
- 37 Public Interest Disclosure (whistleblowing)
- 38 Business Travel
- 38 Family Friendly Practices
- 38 Maternity/Paternity Leave
- 39 Adoption Leave
- 39 Parental Leave
- 40 Time off for Dependents
- 40 Flexible Working
- 40 All Other Leave
- 40 Compassionate Leave
- 41 Bereavement Leave
- 41 Jury Duty

42	Witness Duty
42	Court Appearance
42	Public Duties
42	Voluntary Reserve Forces
42	Leave for Medical/Dental/Optical Appointments
43	Emergency Unauthorised Absence
43	Redundancy
44	Temporary Work Shortage
44	Private Communications
44	Private Telephone Calls
44	Social Media
44	Hand held Communication Devices
45	Use of devices while driving
45	Lost/Stolen Mobiles
45	Monitoring of Usage
46	Mobile Phone Use Abroad
46	Information Technology
46	Access
47	Acceptable use
48	Representing the company in your postings
49	Use of Company Vehicles
49	Driving License
49	Company Vehicles
51	Pool Vehicles
51	Damage, Loss or Injury
52	Travel Overseas

- 52 Personal Property
- 52 Dress Code
- 53 Tidiness
- 53 Notice Boards
- 53 Closed Circuit Television
- 53 Provision of References
- 53 Expenses
- 54 Access to Company Premises
- 54 Anti-Corruption & Bribery

#### **D. Benefits**

- 55 Annual Leave
- 57 Pension Arrangements
- 57 Sick Pay (SSP)

## **E. Health & Safety**

- 58 Employee Responsibility
- 58 First Aid
- 58 Fire and Emergency Procedures
- 59 Accident/incident Reporting
- 59 Personal Protective Equipment (PPE)
- 59 Fatigue
- 60 Occupational Health
- 60 Hand Held Communication Devices Whilst Driving
- 60 Ill Health and Driving
- 60 Smoking Restrictions
- 61 VDU Policy
- 61 Visitors

## **INTRODUCTION**

Welcome to 1NE Logistics Limited. We are delighted to have you working with us.

As an Employee of an organisation like ours, you have an important role to play in the company whatever your position may be. Your commitment and identification with 1NE Logistics goals and objective will enhance present and future success. About 1NE Logistics (1NE) is a medical logistics company based in the North East of England but operates throughout the United Kingdom.

The Company has continued to invest in technology since it launched in 2012 and has built an excellent reputation transporting temperature and non-temperature controlled medicinal products for both Primary and Secondary Health Care Providers.

1NE Logistics provides dedicated transport services throughout the UK using live vehicle GPS and Temperature Tracking systems across its fleet. 1NE have developed this dedicated specialised service which allows the simultaneous transportation of Frozen, Chilled, Controlled Ambient and Non-Temperature controlled products.

At 1NE we strive to work in partnership with our Clients and their professional teams to ensure the provision of a cost value quality service that is delivered on time.

### **Aims of the Handbook**

To provide an introduction to 1NE Logistics.

To supplement the information provided in your Contract of Employment of Terms and Conditions of Employment.

To provide a summary of 1NE Logistics employment policies, procedures and practices that may affect your working life with us and thereby allow you to have a better knowledge of your benefits and obligations. It does not aim to provide full information about every aspect of employment as 1NE Logistics endeavours to consider many issues on an individual Basis.

The handbook has been designed as a reference document for Employees, and although Supervisors/Managers will also find it a useful source of information, it is not intended to be a full reference guide for Supervisors/Managers.

At 1NE Logistics we take our environmental responsibilities seriously and to avoid printed documents being circulated and then having to be reprinted due to amendments this employee web handbook eliminates unnecessary waste.

Copies can if required be requested by employees and issued from Head Office.

### **Definitions within the Handbook**

The under noted terms shall have the following definitions throughout the handbook:

Employee indicates an Employee of 1NE Logistics Limited

Section B of this handbook gives details of the terms and conditions of your employment, which are supplementary to those contained in your Contract of Employment. These terms and conditions are applicable to all regular Employees unless stated otherwise in your formal offer of employment/Contract of Employment. Where there is any conflict between the terms and conditions set out in this handbook and the terms and conditions in your Contract of Employment, as originally issued or as subsequently amended, the Contract of Employment will prevail.

Sections C, D and E of this handbook do not form part of your contractual terms and conditions of employment and therefore do not create any contractual entitlement, unless required by any statutory provisions.

Policies, procedures and employment practices are summarised in general terms and are not to be interpreted in a strict literal sense. Human Resources reserves the right to make final interpretation and application of all policies, procedures and employment practices and to change or discontinue them from time to time.

Where any part of this Handbook describes your statutory entitlement, any re-enactment or revision of the legislation upon which the entitlement is based will be deemed to amend the relevant provision of this Handbook accordingly.

This handbook supersedes all previous general terms and conditions of employment, employee handbooks and details of benefits and shall be deemed to come into effect 1st November 2017. Any queries should be directed to your supervisor/manager.

1NE Logistics expects you to have read and be familiar with the employment policies, procedures and practices contained within this handbook. Non-compliance with these may result in disciplinary action up to and including summary dismissal.

### **When to use the handbook**

You should refer to the handbook if you have questions relating to your employment. It contains much of the information you will need and will also guide you to other sources of information. If you are in doubt about any aspect or interpretation of the employment policies, procedures or practices, or simply want more information, you should speak to your supervisor/manager.

### **Updates and changes to the handbook**

Human resources will review when necessary the Handbook and ensure that it is kept up to date. You will be informed of any changes and supplied with new or amended pages when necessary. All changes will also be available on the company notice board and website.

## **B. CONTRACTUAL TERMS AND CONDITIONS OF EMPLOYMENT**

The information contained in this section forms part of your contractual terms and conditions of employment. For this reason, you should read it in connection with the Contract of Employment you received on joining 1NE Logistics, or as subsequently amended, and any other notices relating to your terms and conditions of employment that you may receive from time to time. 1NE Logistics reserves the right to make changes to your terms and conditions as it deems appropriate. These changes will be communicated to you in writing and will be implemented with due notice.

### **Your Role**

The duties of your job are defined in a variety of ways whether through a job description, or ongoing informal discussions with your Supervisor/Manager and/or as a result of necessary change that becomes apparent in the course of your work.

During the course of your employment with 1NE Logistics, it will be necessary for you to adapt your duties in line with changing business and/or operational requirements. You are required to carry out the tasks detailed in your job description together with any other tasks appropriate to the job that you are requested to perform by your Supervisor/Manager.

1NE Logistics reserves the right to transfer you to a different job or work of a different type within your capabilities at its discretion.

At all times you must work within the policies, procedures and practices set down by the company, including those specific to your role and/or group you are working in. It is your responsibility as an employee to ensure that you have read and understood the information detailed in this handbook together with the company policies, procedures and practices that are relevant to your department. If you have any queries about how a particular policy, procedure or practice affects you, you must raise the issue at the earliest opportunity in writing with your Supervisor/ Manager.

## **References**

Your employment with the company is subject to receipt and verification of 2 references deemed satisfactory. The company reserves the right to dismiss without notice employees for whom unsatisfactory references are obtained following the commencement of employment.

## **New hire medical**

Your employment with the company may be subject to you passing a pre-employment medical questionnaire. The company reserves the right to dismiss without notice should you fail this medical questionnaire.

## **Probationary period**

You are initially employed on a 3-month probationary period. Prior to the completion of this probationary period, you will be required to attend a performance review meeting and should your performance and/or conduct be regarded as satisfactory, you will be confirmed as a regular employee of the company.

If the company considers that your performance and/or conduct have been unsatisfactory during your probationary period, your employment may be terminated either during or on completion of the probationary period without implementation of the company disciplinary procedures. The company may at its discretion extend your probationary period for a specified period if it considers this appropriate.

## **Hours of work**

Your normal hours of work are contained in your Contract of Employment.

You must comply with any time and attendance procedures at your location. Failure to do so may result in disciplinary action, up to and including summary dismissal.

### **Working time regulations**

Supervisors/Managers are responsible for ensure you receive the appropriate rest periods, etc. under these regulations.

### **Punctuality**

Punctuality is essential in your role as an employee of 1NE Logistics. Due to the critical nature of the primary services that we provide to our clients on time deliveries are essential to avoid directly impacting on the patients and NHS professional's that we provide services for. You must notify your supervisor/manager if you are likely to be late for the start of your shift or you are delayed during your shift. You will be expected to complete your daily contracted hours at a time required by your Supervisor/Manager.

You agree that, alternatively, the company may deduct from your salary or any other sums payable to you in connection with your employment, an amount equivalent to part of a day's pay for each part of the day of absence. In addition, the company may take disciplinary action up to and including summary dismissal.

### **Absence reporting/ unauthorised absence**

You are required to adhere to the following notification procedure,

You (or if unable, someone on your behalf) must inform the company of your absence as early as possible but in any event within one hour of your normal starting time. If you are in an emergency situation this should be at the earliest opportunity and normally no later than 3 hours after your official starting time on the first working day on which the absence occurs.

Absence should be advised to your Supervisor/Manager or, if unavailable, to reception by telephone. The reason for the absence must be given along with the expected date of return.

If this date is extended, you must notify your supervisor/Manager or, if unavailable their manager by telephone at the earliest opportunity or at the latest within one hour of your starting time on your expected day of return. For absence of 7 consecutive calendar days or more you are required to provide doctors certification.

You must continue to update your supervisor/manager during the absence at intervals specified by them.

A message left with a work colleague, on voicemail, answer machine text or email will not be accepted as notification.

The company reserves the right to withhold payment or deduct from your salary or any other sums payable to you in connection with your employment an amount equivalent to a day's pay or part of a day of unauthorised or authorised absence.

Failure to comply with the above procedure without a reason acceptable to the company may result in benefits being forfeited, including Sick pay or SSP in appropriate cases, and/or disciplinary action, up to and including summary dismissal.

Annual leave or unpaid leave may not be used in lieu of sickness absence.

### **Travel Disruption**

In the event of a disruption to your normal method of travelling to and from work caused by strikes, inclement weather conditions or other factors, you are required to make every reasonable attempt to attend work. In the event that you are unable to attend work or you are unable to report at your normal starting time, you should contact your Supervisor/Manager or, if unavailable, reception at the earliest opportunity but in any event within one hour of your normal starting time by telephone.

Failure to comply with this requirement may result in you being considered absent without authorisation and you may be subject to disciplinary action.

If you are unable to attend work or report at your normal starting time due to travel disruption, etc. you agreed that the company may deduct from your salary or any other sums payable to you in connection with your employment, an amount equivalent to a day's pay or part of a day's pay for each day or part

day of absence. Alternatively, with the approval of your Supervisor/Manager you may use annual leave to cover the period of absence.

### **On- call/ Emergency response**

As part of your role within the company, you may be required to take on responsibilities relating to Emergency Response. This could involve carrying a mobile telephone at certain times and/or having your name and telephone number included on a list of Emergency response personnel.

You will be informed of any such responsibilities on joining, when it becomes necessary within your current role or on taking up a new post. If required, appropriate training will be given.

### **Remuneration**

#### **Base salary**

Your base salary is stated in your Contract of Employment, or as subsequently amended.

Monthly employees will be paid on the last working day of each month for that calendar month into your nominated bank or building society account. The company reserves the right to alter the pay date if this is necessary for the needs of the business.

You must advise head office in writing of any changes in bank or building society account details at least 14 days prior to salary payments date to allow sufficient time for the alteration to be implemented.

#### **Overtime**

In order to meet operational requirements, you may be required to work more than your basic contractual hours. This may on occasion mean that you will be required to work in excess of your normal working hours and in some cases during evenings, weekends or Public Holidays. It is a condition of employment that you work such hours as are necessary and reasonable to complete your

duties. This is without prejudice to your rights under the Working Time Regulations.

If you are eligible for overtime payments, details are contained in your Contract of Employment.

All paid overtime to be worked must be authorised in advance by your supervisor/manager. The company reserves the right to withhold payment for unauthorised overtime worked.

Overtime is defined as any time worked outside your contractual working hours, for that shift. It is anticipated that full hours will be worked each day prior to overtime payments being made. The only exception to this will be if a Half days' leave has been approved and taken. Approved overtime will then be paid as normal.

## **Timesheets**

It is the responsibility of staff to ensure that all timesheets are completed correctly and submitted for approval. Failure to comply with the above procedure without a reason acceptable to the company may result in overtime payments being forfeited, and/or disciplinary action, up to and including summary dismissal.

## **Medical requirements**

### **Periodic/ad-hoc medical examinations**

In order to maintain the highest standards of health and safety and to ensure continued medical fitness to perform your duties, you must be prepared to undergo a medical examination and/or drug/alcohol screening. This will be conducted by a nominated person or medical practitioner at any time during your employment.

Your continued employment is subject to you passing such medical examination and/or drug/alcohol screening.

Refusal to undergo a medical examination or repeated failures without cause to keep medical appointments may result in disciplinary action, up to and including summary dismissal.

## **Return to work medical requirements**

The company reserves the right not to permit you to return to work following a medically certified absence until an official return to work certificate specifying your return date has been obtained from your medical practitioner has been submitted to an approved by Human resources.

The company reserves the right to request that you attend a medical examination and /or drug/alcohol screening by a nominated practitioner or specialist nominated by them and/or your medical practitioner before permitting you to return to work.

A decision in relation to any future actions will only be taken once the company has consulted with you and, where appropriate, once sufficient medical evidence has been obtained. The company will endeavor to accommodate you in in your current post where this is reasonably practicable. This may include re-designing your job, adapting the work environment or changing your hours of work, on a temporary or permanent basis, in consultation with you.

In some cases, it may not be practicable for adjustments to be made to your job and/or work environment which would allow you to return to work. In these circumstances, every attempt will be made to redeploy you into a position for which you are capable, on a temporary or permanent basis, in consultation with you.

The company will make full use of the advice and assistance available from specialists as deemed appropriate by the company.

Where it is not possible to facilitate a permanent return to work, having exhausted any other options, the company may have to consider the termination of your employment with a payment in lieu of notice.

## **Medication**

If you are taking any medication prescribed to you or any over-the-counter medication that may potentially affect you in the performance of your duties in any way, you must bring it to the attention of your Supervisor/Manager prior to commencing your normal day or shift. If for any reason you do not

wish to discuss this with your Supervisor/Manager you must discuss it with a company Director.

## **Access to medical reports**

You may be requested to give written authority for the company's nominated medical practitioner to approach your medical practitioner for details of a medical condition. This is subject to the Access to Medical Reports Act 1988, and as amended. This may, for example, be used when the company needs to establish your ability to carry out your normal duties or determine the timing of your return to work following absence through accident or illness.

You may also, or in the alternative, be required to submit to an examination by an independent consultant at the company's expense. You will be required to give your written consent to a report being sent in confidence to the

Company's nominated medical practitioner who will in turn disclose to the company any relevant details regarding your fitness to work. When instructing any such independent examination the company may provide such information to the consultant as it deems necessary, e.g. background information regarding your employment and history with the company.

You have the right to be provided with a copy of the above reports on request to the independent consultant.

## **Other occupations/outside business interests**

It is expected that you will devote your whole time and attention to the company during your working time. During your employment (except with express written permission), you are not expected to undertake any other paid employment outside working hours, nor are you permitted to have any interest in any business or undertaking or engage in any other activities which might interfere with the performance of your duties or cause, or potentially cause, a conflict of interest.

Should you wish to seek permission, please apply in writing to your Supervisor/Manager providing details of any proposed outside activity and any

potential conflict of interest with your position at the company. Your Supervisor/Manager will then bring this to the attention of Head Office who, in conjunction with the Director, will make a decision. The outcome will usually be advised to you in writing within 7 working days. In accordance with the Working Time Regulations, the maximum working week should be no more than an average of 48 hours per week, unless you are excluded from the Regulations or decide to opt out from this maximum. If you are given permission to undertake work in addition to your hours worked with the company, you should be aware you are required to sign an opt out agreement with both the company and any other appropriate body. In the event that you subsequently withdraw your consent to such an opt-out, the company reserves the right to withdraw its agreement to permit you to undertake any additional work out with the company.

## **Business ethics**

The company is committed to conducting its business governed by the highest standards of conduct and ethics. Therefore, all company business will be conducted in accordance with the letter and spirit of the law wherever we do business, so that full disclosure of our manner of doing business will at all times be a matter of pride.

Actions which may be considered by the company to be improper and are therefore prohibited include but are not limited to, the following:

- (a) Bribes, payoffs, kickbacks or other considerations made to obtain a commercial advantage;
- (b) Theft of company property or the property of others, in any form;
- (c) Charging purchases of personal items to the company account without approval from a Director
- (d) Falsification or misrepresentation of expense accounts or other business records including falsifying Time Sheets;
- (e) Borrowing money from or incurring personal financial obligations to those with whom the company does business;
- (f) Disclosure of confidential or proprietary information about the company to others, or use of such information for personal gain.

## **Conflict of interest**

The company is committed to ensuring that our business is run in a proper, responsible and ethical way. As all employees have a personal responsibility to ensure that this policy is complied with, you are required to make prompt and full disclosure to the company of any situation, which may involve a conflict of interest. Conflict of interest activities include those that would adversely affect job performance, customer relationships, and/or those which may have a detrimental effect on the company or which would give competing companies an advantage.

## **Confidentiality and intellectual property**

In the normal course of employment you may have access to and be entrusted with information as to the policy, organisation and management, pricing and pricing policy, future plans, designs, computer passwords and programs, operational techniques and processes, the persons with whom the company have dealings and the nature, origin and composition of the company procedures, products or service all of which you should regard as confidential and not disclose or transmit to anyone outside the company.

You may not, at any time, whether during or following your employment with the company (unless expressly so authorised by the company in writing or as a necessary part of the performance of your duties), disclose to any person or make use of any such confidential information.

Where disclosure of such information outside the company is necessary for the performance of your duties careful consideration, in conjunction with your immediate Supervisor/manager, should take place before disclosure. If you are in any doubt about the appropriateness of disclosure you should consult your supervisor/manager.

You may also learn information which has been disclosed to the company on the basis that it should be kept confidential. Such information should not be disclosed Patents and inventions

All inventions, improvements, discoveries and designs made by you either alone or jointly with any other person during your period of employment and arising out of, or in consequence of such employment, shall become the sole property of the business. You shall at the request of the company and at the

company's expense take such steps as may be necessary to obtain patent protection for such inventions, improvements, amendments, discoveries and designs in the UK and you shall assign all such patents rights when granted to the company.

The company accepts no liability to account to you for any revenue or profit derived or resulting from any invention belonging the company.

You are therefore required to disclose confidentially to the company and to no-one else, the full details of any such inventions, discoveries, improvements, amendments or designs.

## **Insider Dealing**

It is a criminal offence to make use of or to disclose to others, price sensitive information which is not generally available to the public. Price sensitive information is any information, which if it became general knowledge, would be likely to have an effect on the price of the shares of any company. From time to time you may become privy to price sensitive information in the course of your employment. Use of this knowledge to speculate in the stock market, or passing this knowledge on to another person to allow them to speculate, could lead to both criminal prosecution and/or disciplinary action, up to and including summary dismissal.

## **Data protection**

You acknowledge and agree that the company is permitted to generate and hold personal information about you as part of its personnel and other business records and that the company may process such information in the course of business. This information may relate to your compliance with company policies, procedures and practices.

The company confirms that any personal information held will be held in line with the Data Protection Act 1998, and as amended. It is also a requirement that any information that you are privy to in the course of your employment must also be managed in line with the Data Protection Act 1998.

## **Public Relations**

You must not make any statements to, or communicate with, the press, radio or television companies or their representatives either verbally, in writing, via the internet or social media on any subject relating to the work, operations or business activities of the company. Any communications will be provided by Directors only.

## **Right to Search**

The company reserves the right to search your personal belongings (including clothing and footwear), office furniture, lockers, immediate work area etc., at any time if there is a justifiable reason to do so. This decision will be taken by your Supervisor/ Manager in conjunction with Head office.

You will be treated with dignity at all times and the search will be carried out in your presence by your Supervisor/ Manager, or their nominated deputy, accompanied by another employee of the appropriate sex. Unreasonable refusal to agree to a search may result in disciplinary action, up to and including summary dismissal.

## **Capability**

The company recognises that during your employment your capability to carry out your duties may change. It is the responsibility of the employee to raise, as soon as is practicable, with their Supervisor/ Manager or Head Office if they feel that their capability to complete the role for which they are employed has changed.

The Supervisor/ Manager may also identify with the employee that changes in performance have been noticed. The Supervisor/ Manager may arrange a meeting to discuss the employee's capability to complete the tasks required. A review of the role and any support in relation to the role, training or other support may be discussed.

The company reserves the right to request that the employee attends an Occupational Health review or provide any required medical reports, as paid for by the company, to support any decision to be made. Once all evidence has been obtained a decision will be made about your future employment with us in your current role or, where circumstances permit, in a more suitable role.

## **Disciplinary**

Details of the company disciplinary procedures are set out in section C of this handbook. Please note that this procedure is non-contractual (subject to any statutory provision to the contrary) and the company reserves the right to terminate your employment without following this procedure.

## **Grievances**

Details of the company grievance procedure are set out in Section C of this handbook. Please note that this procedure is non-contractual (subject to any statutory provision to the contrary).

## **Change of address or other personal Circumstances**

You must notify us of any change to your personal or contact details in order that we can maintain accurate information on our records, and make contact with you in an emergency, if necessary.

## **Leaving the Company**

### **Notice**

The notice you are required to give the company and that you are entitled to receive is detailed in your contract of employment.

You may be paid salary in lieu of notice at the company discretion, however, if part of, or none of, the notice period is worked at your request with the approval of your Supervisor/Manager, payment will only be made for time worked.

The Company reserves the right to terminate your employment with or without providing notice or any payment in lieu of notice without any requirement to invoke the company disciplinary procedure.

No notice or payment in lieu of notice will be given by the company if your employment is terminated on the grounds of your material breach of contract or gross misconduct.

The nature of the company's business is such that customers of the company at their discretion may refuse an employee to participate further in any work

or contract being carried out for that Customer. Depending upon the circumstances, in such a case, the company will try to place you on any other available work. If there is no available work, the company may be left with no option but to terminate your employment with payment in lieu of notice.

Any payment in lieu of notice is based on basic salary only.

During your notice period (whether notice of termination of employment is given by the Company or by you), the Company reserves the right to require you to take any outstanding accrued annual leave that you may have and the Company will not be obliged to give you any minimum notice to take such annual leave during your notice period.

## **Resignation**

You must submit your resignation in writing to your Supervisor/ Manager stating the date on which your notice period is to commence and your intended leaving date.

## **Garden leave**

In certain circumstances, the company reserves the right to require you to remain away from work during your notice period (this is commonly known as Garden Leave). Where the company requires you to remain away from work during your notice period you will be required to comply with any conditions laid down by the company and during such time, you will not be permitted to work for any other person, company or on your own behalf without the company's permission. In all other respects you will be bound by your terms and conditions of employment and will receive base salary and all other benefits during this period. You must remain contactable during normal working hours.

## **Monies due to 1NE Logistics**

You agree that any outstanding monies due to the company from you shall be repaid to the company on, or before, your last day of employment and may be deducted from your final salary or any other sums payable to you in connection with your employment.

Such outstanding monies may be in respect of, but not limited to:

- (a) Educational assistance
- (b) Annual leave taken in excess of that accrued.

- (c) Expenses advances
- (d) Excess from car insurance claim.
- (e) Personal mileage
- (f) Costs in respect of the collection of the company vehicle.
- (g) Any other costs incurred in the recovery of company owned property.

Your P45 can not normally be completed and issued until any such outstanding monies have been repaid or recovered.

In the event that after any deductions from outstanding monies, there is still a balance due to the company, proceedings may be raised through appropriate court processes for recovery of the outstanding sum.

### **Exit interview**

If you decide to leave our employment, we want to identify the reasons for your resignation. An exit interview can provide the company with invaluable feedback including: your attitudes towards your working environment; the terms and conditions of your work; whether there are any systems or procedures that we may need to adopt or review; and the current morale within your working environment.

A senior manager/director will conduct the interview with you on or before your last day.

### **Return of Company property**

On or before your last day of employment, you must return to your Supervisor/Manager all company property including, but not limited to (originals and copies of); books, document, papers, faxes, portable data storage devices, materials, credit, fuel or charge cards, security passes, keys, mobile communication devices, personal computers, personal protective clothing and equipment, tools, company vehicle, other business equipment and any other property of or relating to the company in your possession or under your control.

You must inform the company of the passwords used by you on computers, which are the property of the company. You must not delete, amend or dispose of any of the above information, or property without the express permission of your Supervisor/ Manager.

You must not retain or create whether by email transmission or otherwise any copies or parts thereof of the above information and must delete from the hard drive of any personal computer (not the property of the company) any information belonging to or relating to the company.

### **Normal retirement date**

The company does not impose a compulsory normal retirement age. Instead, it operates a flexible retirement policy that permits employees to voluntarily choose to retire at any time. Employees should advise their Supervisor/Manager as early as possible of their wishes in relation to retirement and they are required to give the period of notice of termination of their employment as set out in their contract of employment.

## **C.POLICIES AND PROCEDURES DURING EMPLOYMENT**

### **Induction**

The company recognises that all new permanent and temporary employees, will require adjustment in their new role. The company aims to give support to these employees through an induction program.

The induction program will be put in place once a candidate has formally accepted a job offer from the Company. The program will vary according to the seniority of the job role, the individual needs of the new starter and the job description.

In your first week, you will be introduced to your work colleagues and you will meet with your Supervisor/Manager and other relevant senior members of staff.

### **Performance Management**

Our policy is to monitor your work performance on an ongoing basis so that we can maximise your strengths, and help you to identify development areas. The company conducts performance appraisals as and when required. These

discussions are usually conducted bi-annually; on promotion/ transfer or on return from extended periods of absence and /or on completion of your probationary period.

Performance appraisals provide an opportunity for you to have your performance reviewed against agreed objectives, which are aligned to the overall objectives of the company. They also provide an opportunity to set goals and targets for the future and plan your ongoing development.

You will be notified by your Supervisor/Manager when your performance appraisal will be held giving sufficient prior notice of the meeting in order that you may fully prepare for the discussion.

## **Employee Development**

### **Training Courses/Conferences/Seminars**

If you and or your Supervisor/ Manager have identified a training course, conference or seminar relevant to your development, your Supervisor/Manager will ensure the necessary arrangements are made for your attendance.

### **Education Assistance**

Should you wish to undertake a course of study you should discuss this with your Supervisor/ Manager in the first instance who can provide you with a copy of the relevant employment practice.

### **Membership of Professional Bodies**

The company may reimburse the cost of annual membership to one professional body, provided that this body is related to your job and you can demonstrate the benefit derived from your membership.

Completed expense claim forms with supporting evidence should be sent to your Supervisor/ Manager for approval and processing.

### **Equal opportunities**

The company is an equal opportunities employer. It is of the utmost importance to us that each individual employed by the company is considered

solely on the basis of knowledge, qualification, ability, willingness, integrity and skill to do the job available.

The best way we can ensure this to adhere strictly to a policy of fair and equitable employment, maintaining always a respect for the dignity and personal worth of each individual who comes to work with us.

In keeping with this philosophy, it is our policy that the company employs, retains and promotes the most suitable person for the job at hand without regard to colour, race, sex, age, national/ethnic origin, sexual orientation, marital status, disability or religious beliefs.

Every effort is made to ensure that recruitment and selection, employment, training, promotion and terms and conditions of employment are provided and operated equitably and that in no way, either by design or in fact, do we discriminate against any person or group.

## **Disciplinary**

Whilst the Company does not intend to impose unreasonable rules of conduct on its employees, certain standards of behaviour are necessary to maintain good employment relations and discipline in the interest of all employees. The Company prefers that discipline be voluntary and self-imposed and in the great majority of cases this is how it works. However, from time to time, it may be necessary for the Company to take action towards individuals whose level of behaviour or performance is unacceptable.

This disciplinary procedure is in two parts. Section A generally applies to those employees who have less than two year's continuous employment with the Company, although the Company reserves the right to apply Section B instead to any such employee. Section B applies to those employees who have two or more years' continuous employment with the Company.

This disciplinary procedure is entirely non-contractual and does not form part of an employee's contract of employment.

### **Section A:**

Before taking a decision to dismiss an employee on the grounds of misconduct or poor performance, the Company will, as a general rule and subject to any permitted statutory exceptions, comply with the following procedure:

#### **Stage 1: Notification of allegations**

The Company will notify the employee in writing of the allegations against him or her and will invite the employee to a disciplinary meeting to discuss the matter. The Company will also notify the employee of the basis for the complaint of alleged misconduct or poor performance.

### **Stage 2: Disciplinary meeting**

Having given the employee a reasonable opportunity to consider his or her response to the allegations, a disciplinary meeting will then take place at which the employee will be given the chance to state his or her case. The employee may be accompanied, if requested, by a fellow employee of his or her choice. The employee must take all reasonable steps to attend that meeting. Following the meeting, the employee will be informed of the Company's decision in writing and notified of his or her right to appeal against it.

### **Stage 3: Appeals**

If the employee wishes to appeal against the Company's decision, he or she can do so to a Director of the Company within five working days of the decision. Appeals should be made in writing and state the grounds for appeal. The employee will be invited to attend an appeal meeting chaired by a senior manager or a Director. At the appeal meeting, the employee will again be given the chance to state his or her case and will have the right to be accompanied by a fellow employee of his or her choice. Following the appeal meeting, the employee will be informed of the appeal decision in writing. The Company's decision on an appeal will be final.

The Company reserves the right not to follow this Section A procedure in relation to the imposition of a period of suspension with pay on, or the issuing of a disciplinary warning to, any employee who has less than two year's continuous employment with the Company.

### **Section B:**

Minor faults will be dealt with informally through counselling and training. However, in cases where informal discussion with the employee does not lead to an improvement in conduct or performance or where the matter is considered to be too serious to be classed as minor, for example, unauthorised absences, persistent poor timekeeping, sub-standard work performance, etc. the following disciplinary procedure will be used. At all stages of the procedure, an investigation will be carried out.

The Company will notify the employee in writing of the allegations against him or her and will invite the employee to a disciplinary hearing to discuss the matter. The Company will also notify the employee of the basis for the complaint of alleged misconduct or poor performance. Having given the employee a reasonable opportunity to consider his or her response to the allegations, a formal disciplinary hearing will then take place, conducted by a manager, at which the employee will be given the chance to state his or her case, accompanied if requested by a fellow employee of his or her choice. The employee must take all reasonable steps to attend that meeting. Following the meeting, the employee will be informed in writing of the Company's decision in accordance with the stages set out below and notified of his or her right to appeal against that decision. It should be noted that an employee's behaviour is not looked at in isolation but each incident of misconduct is regarded cumulatively with any previous occurrences.

### **Stage 1: Verbal Warning**

The employee will be given a formal VERBAL WARNING. He or she will be advised of the reason for the warning, how he or she needs to improve their conduct or performance, the timescale over which the improvement is to be achieved, that the warning is the first stage of the formal disciplinary procedure and the likely consequences if the terms of the warning are not complied with. The verbal warning will be recorded but nullified after three months, subject to satisfactory conduct and performance.

### **Stage 2: Written warning**

The employee will be given a formal WRITTEN WARNING. He or she will be advised of the reason for the warning, how he or she needs to improve their conduct or performance, the timescale over which the improvement is to be achieved, that the warning is the first stage of the formal disciplinary procedure and the likely consequences if the terms of the warning are not complied with. The written warning will be recorded but nullified after six months, subject to satisfactory conduct and performance.

### **Stage 3: Final written warning**

Failure to improve performance in response to the procedure so far, a repeat of misconduct for which a warning has previously been issued, or a first instance of serious misconduct or serious poor performance, will result in a FINAL WRITTEN WARNING being issued. This will give details of, and grounds

for, the complaint, how he or she needs to improve their conduct or performance, the timescale over which the improvement is to be achieved and warn that dismissal will probably result if the terms of the warning are not complied with. This final written warning will be recorded but nullified after twelve months, subject to satisfactory conduct and performance.

#### **Stage 4: Dismissal**

Failure to meet the requirements set out in the final written warning will normally lead to DISMISSAL with appropriate notice. A decision of this kind will only be made after the fullest possible investigation. Dismissal can be authorised only by a senior manager or a Director. The employee will be informed of the reasons for dismissal, the appropriate period of notice, and the date on which his or her employment will terminate and how the employee can appeal against the dismissal decision. If you are in a supervisory or managerial position demotion to a lower status may be considered as an alternative to dismissal.

#### **Gross misconduct:**

Offences under this heading are so serious that an employee who commits them will normally be summarily dismissed. In such cases, the Company reserves the right to dismiss without notice of termination or payment in lieu of notice.

#### **Examples of gross misconduct include:**

- (a) Any breach of the criminal law, such as theft and unauthorised property, fraud, deliberate falsification of records or any other form of dishonesty.
- (b) Wilfully causing harm or injury to another employee, physical violence, bullying or grossly offensive behaviour.
- (c) Deliberately causing damage to the Company's property.
- (d) Causing loss, damage or injury through serious carelessness.
- (e) Wilful refusal to obey a reasonable management instruction.
- (f) Incapacity at work through an excess of alcohol or drugs.
- (g) A serious breach of health and safety rules.

- (h) Harassing or victimising another employee on the grounds of race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, marital status, age and/or disability.
- (i) Actions resulting in serious service related failures that directly impact on the client.

The above is intended as a guide and is not an exhaustive list

### **Suspension:**

In the event of serious or gross misconduct, an employee may be suspended on full basic pay while a full investigation is carried out. Such suspension does not imply guilt or blame and will be for as short a period as possible.

### **Appeals:**

An employee may appeal against any disciplinary decision, including dismissal, to a Director of the Company within five working days of the decision. Appeals should be made in writing and state the grounds for appeal. The employee will be invited to attend an appeal hearing chaired by a senior manager or a Director. At the appeal hearing, the employee will again be given the chance to state his or her case and will have the right to be accompanied by a fellow employee of his or her choice. Following the appeal hearing, the employee will be informed of the appeal decision, and the reasons for it, in writing. The Company's decision on an appeal will be final.

### **Grievance**

The primary purpose of this grievance procedure is to enable staff to air any concerns that they may have about practices, policies or treatment from other individuals at work or from the Company, and to produce a speedy resolution where genuine problems exist. It is designed to help all employees to take the appropriate action, when they are experiencing difficulties, in an atmosphere of trust and collaboration. Although it may not be possible to solve all problems to everyone's complete satisfaction, this policy forms an undertaking by the Company that it will deal objectively and constructively with all employee grievances, and that anyone who decides to use the procedure may do so with the confidence that their problem will be dealt with fairly. This grievance procedure is not a substitute for good day-to-day communication in

the Company where we encourage employees to discuss and resolve daily working issues in a supportive atmosphere. Many problems can be solved on an informal footing very satisfactorily if all employees are prepared to keep the channels of communication between themselves open and working well. This procedure is designed to deal with those issues that need to be approached on a more formal basis so that every route to a satisfactory solution can be explored and so that any decisions reached are binding and long lasting. This grievance procedure is entirely non-contractual and does not form part of an employee's contract of employment. Procedure if you cannot settle your grievance informally, you should raise it formally. This procedure has been drawn up to establish the appropriate steps to be followed when pursuing and dealing with a formal grievance.

### **Stage 1**

In the event of you having a formal grievance relating to your employment you should, in the first instance, put your grievance in writing and address it to your Supervisor/Manager, making clear that you wish to raise a formal grievance under the terms of this procedure. Where your grievance is against your Supervisor/Manager, your complaint should be addressed to an alternative manager or to the human resources department. This grievance procedure will not be invoked unless you raise your grievance in accordance with these requirements. A manager (who may not be the manager to whom your grievance was addressed) will then invite you to attend a grievance meeting to discuss your grievance and you have the right to be accompanied at this meeting by a trade union official or a fellow employee of your choice. Every effort will be made to convene the grievance meeting at a time which is convenient for you and your companion to attend. If this means that the meeting cannot be held within a reasonable period (usually within five working days of the original date set), we ask that you make arrangements with another companion who is available to attend. Any employee who is chosen to accompany another in a grievance hearing is entitled to take paid time off for this purpose. You must make every effort to attend the grievance meeting. At the meeting, you will be permitted to explain your grievance and how you think it should be resolved. Following the meeting, the Company will endeavour to respond to your grievance as soon as possible and, in any case, within five working days of the grievance meeting. If it is not possible to respond within this time period, you will be given an explanation for the delay and be told when a response can be expected. You will be informed in writing

of the Company's decision on the grievance and notified of your right to appeal against that decision if you are not satisfied with it. Stage 2 In the event that you feel your grievance has not been satisfactorily resolved, you may then appeal in writing to a Director of the Company within five working days of the grievance decision. You should also set out the grounds for your appeal. On receipt of your appeal letter, a more senior manager or a Director (who again may not be the person to whom your appeal was addressed) shall make arrangements to hear your grievance at an appeal meeting and at this meeting you may again, if you wish, be accompanied by a fellow employee of your choice. You must make every effort to attend the grievance appeal meeting. Following the meeting, the senior manager or Director will endeavor to respond to your grievance as soon as possible and, in any case, within five working days of the appeal hearing. If it is not possible to respond within this time period, you will be given an explanation for the delay and be told when a response can be expected. You will be informed in writing of the Company's decision on your grievance appeal. This is the final stage of the grievance procedure and the Company's decision shall be final. Disciplinary issues If your complaint relates to your dissatisfaction with a disciplinary, performance review or dismissal decision, you should not invoke the grievance procedure but should instead appeal against that decision in accordance with the appeal procedure with which you will have been provided. In the event that the Company discovers a grievance previously raised by you is malicious, fabricated or falsified it reserves the right to take disciplinary action against you. Please note that this could result in your dismissal for gross misconduct.

## **Harassment**

The company recognises that harassment of any description including discrimination, victimisation and bullying is unacceptable. The company is committed to treating everyone with dignity and respect and ensuring that the workplace is free from any form of harassment.

Harassment is defined as unwanted conduct which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

If you feel you are the target of any form of harassment or are aware of any such behaviour occurring within the company you should refer to the harassment policy, for further information and raise the matter with your supervisor/Manager or Human Resources in the first instance.

## **Stress**

The company is committed to a comprehensive approach to tackling work-related stress in the event that it arises and addresses issues of prevention, management, support and resourcing. The company work in accordance with its duties under UK legislation and abides by good practice guidelines as laid out in the Health & Safety Executive's guidance on work-related stress.

If you feel you may be experiencing the effects of work related stress, you should refer to the Stress policy, and raise the matter with your Supervisor/Manager or Human Resources in the first instance.

For further information please refer to the company Stress Policy.

## **Substance Abuse**

The company, in exercising its duty of care to ensure and maintain a safe and healthy working environment and to reduce the risk of, or incidence of, injury to person or property, has developed this substance abuse policy to manage the risk associated with inappropriate use of substances.

### **The objectives of this policy are to:**

- (a) Inform Employees on the effects of substance abuse, including alcohol and drugs;
- (b) Prevent work impairment;
- (c) Recognise and deal effectively with related problems;
- (e) Assist Supervisors/Managers in recognition of problems affecting work performance;
- (f) Encourage Employees to seek help at an early stage. This policy applies to all Employees, Contractors and Visitors whilst at the company locations and whilst on the company business.

For the purpose of this policy the term drugs apply to the drugs controlled under The Misuse of Drugs Act 1971, and any amendments, prescribed drugs, over the counter medication, solvents and alcohol.

You are not permitted to consume, produce, be under the influence of, be in the possession of, sell or supply drugs and/or alcohol on The company or customer premises or whilst on The company Business.

The company's reserves the right to take whatever action it considers appropriate, including contacting the Police and taking disciplinary action, up to and including summary dismissal.

It is prohibited to report for work or work with any alcohol level of more than half of the UK drink drive limit, or any variation of this limit as per local legislation in the area in which you are working. For the purposes of this policy you will be deemed to be under the influence of alcohol if you exceed this limit.

You will also be deemed to be under the influence of any prohibited substance if, in the reasonable assessment of The Company or The company customers, you are incapable of safely discharging your duties, or fail a drugs screen.

Where appropriate, you should also be aware that you are required to comply with any substance abuse policy which any customers of the company may have in place, or is in place at any site at which you are working. In particular, you will be required to abide by any limits which may be set by customers of the company. In certain work locations, customers of the company may have 'zero' tolerance levels in respect of alcohol consumption. You are required to abide by any such levels set by customers of the company.

For the purpose of this policy, the term inappropriate used is defined as the inability to perform your job effectively, reporting for work, working, or attempting to work whilst impaired through drugs, alcohol or any other substance.

You must bring it to the attention of your Supervisor/ Manager if you are taking any drugs prescribed to you or any over the counter medication that may potentially affect you in the performance of your duties in any way. If for any reason you do not wish to discuss this with your Supervisor/Manager, you must contact Human Resources.

You are encouraged to seek help regarding problems with alcohol, drugs or any other substance either through your own medical practitioner, or by confidential discussion with your supervisor/Manager or Human Resources, before it affects your performance at work. You may subsequently be afforded appropriate help and support regarding any treatment.

If you are involved in an accident or incident at work or appear to be in an impaired condition at work, The Company's reserves the right to take appropriate action, which may include but is not limited to:

- (a) Discussion with you;
- (b) Seeking medical assistance or guidance
- (c) Sending you home or off the premises;
- (d) Disciplinary action, up to and including summary dismissal; and or
- (e) Search of your personal belongings (including clothing and footwear), office furniture, lockers and/or immediate work area. The use of prohibited substances, whether or not during normal working hours, can result in the inability to perform work satisfactorily or safely. The company therefore reserves the right to conduct random screening for drugs and alcohol. Human Resources are responsible for conducting the random selection. Supervisors/ Managers will work with Human Resources to arrange the random screening.

The company have access to personnel trained in using Drug and Alcohol screening kits. All screening shall be conducted in line with their guidance and training. Refusal by you to be screened may result in disciplinary action, up to and including summary dismissal. If, following initial screening, there is a non-negative then another test may be requested for you to attend to further testing. Failure to provide a sample for this additional testing within a reasonable time of a request will be considered a refusal on your part.

Where you refuse to accept that there has been inappropriate use of drugs, alcohol or other substance (despite there being job performance, attendance or behavioural problems), do not seek help, refuse help, or where medical treatment or a rehabilitation programme is not completed. This may result in disciplinary action, up to and including summary dismissal.

Supervisors/ Managers, who believe or suspect that you may have a substance abuse problem highlighted by poor performance, erratic timekeeping or behavioural problems, have legitimate grounds for discussion with you.

As part of your duty at work regarding the health and safety of others, you should bring to the attention of your supervisor/Manager or Human Resources any suspected inappropriate use of drugs, alcohol or other substance.

The company will do its utmost to ensure that an appropriate level of confidentiality is maintained.

As the sole exception to this policy, the possession and consumption of alcohol by any persons on the company premises or Customer premises requires the prior consent of the company.

### **Public Interest Disclosure (Whistleblowing)**

The company conducts its business at all time with the highest standards of integrity and honest(y) and expects you to maintain the same standards in everything you do. The company is keen to hear of any concerns that you may have regarding wrongdoing at work and you are encouraged to report any wrongdoing by the company or its employees including any criminal offence, a failure to comply with legal obligations, a miscarriage of justice, a health and safety danger, an environmental risk or a concealment of any of these.

The company recognises that employees who report wrong doing within the workplace are protected by UK legislation.

The company recognises that you may not always feel comfortable about discussing your concerns internally; especially if you believe the company itself is responsible for the wrongdoing. The aim of this policy is to ensure that you are confident that you can raise any matter with the company that concerns you in the knowledge that it will be taken seriously, treated as confidential and that no action will be taken against you.

If you wish to raise any concerns of this nature you should refer to Whistleblowing Policy, for further information and raise the matter with your Supervisor/Manager or Human Resources in the first instance.

### **Business Travel**

These notes are provided as a guide and are intended for use when travelling on company business.

It must be remembered that these notes are intended to provide guidance only and are no substitute for common sense and professional medical guidance.

### **General Guidance:**

When you are travelling on company business you must ensure that your Supervisor/Manager and a contact at your intended destination know you are itinerary. If your travel plans change, ensure these changes are communicated to your Supervisor/Manager and local contact at the earliest opportunity.

## **Family Friendly Practices**

### **Maternity / Paternity Leave**

You may be entitled to maternity/paternity leave and pay in accordance with the current statutory provisions and subject to eligibility criteria.

If you (or your partner) become pregnant you should notify your Supervisor/Manager at an early stage so that your entitlements and obligations can be explained to you. Please note in order to qualify for Maternity Leave, and employee must inform her Supervisor/Manager before the end of the 15th week before the baby is due. For further information on Maternity/ Paternity Leave and notification requirements, please refer to the Maternity/ Paternity Policy.

### **Shared Parental Leave**

You may be entitled to shared parental leave in accordance with the statutory provisions. For further information on Shared Parental Leave, please refer to the Shared Parental Leave Policy.

### **Adoption leave**

If you have adopted a child or is one of a couple who have jointly adopted a child you may be entitled to adoption leave and pay in accordance with the current statutory provisions and subject to eligibility criteria.

If you have adopted a child you should notify your Supervisor/Manager at an early stage so that your entitlements and obligations can be explained to you.

### **Parental Leave**

Employees who have or expect to have, parental responsibility for a child, are entitled to receive time off work to allow them to look after the child or make arrangements for the child's welfare.

Employees must have at least one year's continuous service with the company by the time they wish to take the leave. Eligible employees are entitled to take a maximum of 4 weeks' unpaid leave in a year.

If you wish to take parental leave and meet required eligibility criteria in respect of the current statutory provisions, you should discuss your needs with your Supervisor/Manager who will identify your entitlements and look at the proposed leave periods dependent upon your child's/children's particular circumstances and the operational aspects of the business. For further information please refer to the Parental Leave Policy.

### **Time off for Dependents**

You may be entitled to take a reasonable amount of unpaid, time off to deal with an immediate emergency only and to allow for longer term arrangements to be made if necessary. Should this be necessary you should discuss your situation with your Supervisor/Manager who, if appropriate, will agree the necessary time off.

A dependent is defined as a spouse, parent or child of the employee, or someone who lives in the household as part of the family but who is not their employee or lodger. This definition may also be extended to any person who reasonably relies on the employee for assistance to make arrangements where that person has fallen ill or been injured.

### **Flexible working**

The company is committed to providing equality of opportunity in employment and to developing work practices and policies that support work-life balance. We recognise that, in addition to helping balance work and personal lives, flexible working can raise staff morale, reduce absenteeism and improve our use and retention of staff. This Flexible Working initiative gives eligible employees an opportunity to formally request a change to their working pattern. Full details are in the Flexible Working Policy.

### **All other leave**

The company recognises that from time to time you may have a requirement to take time off work to deal with situations which arise outside the workplace.

Should you wish to apply for any of the following types of leave you should raise the matter with your supervisor/manager. For further information, please see the All Other leave policy.

### **Compassionate leave**

The Company recognises that, in certain circumstances, time off is required to deal with urgent domestic problems such as serious emotional upheaval or severe family crisis. In such circumstances paid or unpaid leave may be granted depending on the circumstances. You should discuss the matter with your Supervisor/ Manager in the first instance, who will then consult with their Supervisor/ Manager and, as appropriate Human Resources. Should the need for compassionate leave occur whilst you are working away from base the decision to allow you to leave will be made by the appropriate person in charge. The granting of Compassionate Leave will vary due to individual circumstances and a judgement will be take in each case.

### **Bereavement Leave**

The company will grant paid leave of up to:

- (a) 5 working days for immediate family (parent, spouse/civil/live-in partner, brother, sister, child);
- (b) 3 working days for close relatives (son/daughter –in-law, grandparent, grandchild, or parent of spouse/civil/live-in partner);
- (c) 1 Working day for other near relatives (uncle, aunt, niece, nephew, brother/sister /grandparent of spouse/civil/live-in partner).

The above definitions include step, foster and adoptive as well as blood relatives. Any time off required in excess of this will be considered at the discretion of the Supervisor/ Manager in consultation with Human Resources or may be taken as annual or unpaid leave. Time off to attend the funerals of other relatives or friends may be taken as annual or unpaid leave, where it is agreed by your Supervisor/ Manager. Should the need for Bereavement Leave occur whilst you are working away from base the decision to allow you to leave will be made by the appropriate person in charge.

### **Jury Duty**

You must notify your Supervisor/Manager as soon as you receive notification that you are required to attend Jury Duty. Leave to attend Jury Duty will be paid subject to deduction of any allowances received from the Court. It is your responsibility to ensure allowances for loss of earnings, etc., are claimed from the Court Authority. You will be sent a form by the Court Authority requesting your attendance for Jury Duty. This form should be shown to your Supervisor/Manager prior to your attendance for Jury Duty. As soon as the Jury Duty is completed, you must forward this form to Human Resources who will arrange for Payroll to enter salary deduction information as appropriate. A deduction from salary will be made equivalent to the loss of earnings allowance receivable from the court. The form will then be returned to you and you will be responsible for submission to the Court Authority to claim for loss of earnings, travel allowance etc. Failure to submit this form will result in deduction from your salary at full base pay for each day of leave taken.

### **Witness Duty**

If you are required to appear in Court or Statutory Tribunal as a witness, you should inform your Supervisor/Manager immediately providing written evidence from the Court Authorities of the dates(s) of the Hearing. Leave to attend Witness Duty may be granted on a paid or unpaid basis. Any payment made will be subject to deduction of any allowances received from the Court. It is your responsibility to ensure allowances for loss of earnings etc. are claimed from the Court Authority. Your Supervisor/Manager in conjunction with Human Resources will decide if leave is to be granted on a paid or unpaid basis.

### **Court Appearance**

If you are required to appear in Court or Statutory Tribunal, other than as a witness, you should inform your Supervisor/Manager immediately providing written evidence from the Court Authorities of the date(s) of the Hearing. Leave in these circumstances can be taken as annual leave or unpaid.

### **Public Duties**

If you hold a certain public position, you may be granted reasonable unpaid time off to perform your duties associated with that position.

### **Voluntary Reserve Forces**

If you are a member of any branch of HM Forces Volunteer Reserves you may be granted unpaid leave of absence up to a maximum of 2 weeks, subject to operational requirements, to attend annual military training. Your supervisor/Manager in consultation with Human Resources will decide this. You will need to produce the requesting statement form from the Commanding Officer, in advance of the training period, and a verified Certificate of attendance after the training has been completed.

### **Leave for Medical/Dental/Optical Appointments**

Whenever possible you should make appointments to see medical practitioners, dentists and opticians in your own time. Where this is not possible, appointments must be scheduled at the beginning or end of the working day or shift. 1NE Logistics will allow a limited amount of time off subject to operational requirements and at your Supervisor/Managers discretion. Your Supervisor/Manager must be given as much advance notice as possible of an appointment in working hours to ensure that it is operationally convenient. You may be required to produce an appointment card by your Supervisor/ Manager.

### **Emergency Unauthorised Absence**

Emergency Unauthorised Absence is defined as time off to deal with emergencies outside of work requiring an unplanned immediate absence. In such circumstances you must contact your Supervisor/Manager at the earliest opportunity and normally no later than 3 hours after your official starting time on the first day of absence explaining the circumstances and when you intend to return to work. Failure to contact 1NE Logistics may result in disciplinary action, up to and including summary dismissal. If you have already commenced your working day then you, or someone on your behalf, must inform your Supervisor/Manager of your intended absence and the reason for it prior to leaving the workplace. Payment for Emergency Unauthorised Leave is not guaranteed and leave may be paid, unpaid, or a combination of both depending on the circumstances and whether any annual leave is to be taken. Any period of paid Emergency Unauthorised Leave in excess of 4 hours may only be granted in conjunction with Human Resources.

### **Redundancy**

In the rare instances when we have to make an Employee's position redundant, it is only done after careful consideration involving each individual who may be affected.

The company recognises its legal obligation to consult with employees should a redundancy situation arise. The company will consult with you, as far in advance as possible, on any redundancy situation which may affect you.

The company reserves the right to adopt such selection criteria as may be appropriate for each redundancy situation having regard to the particular circumstances.

### **Temporary work shortage**

If there is a temporary shortage of work for any reason, we will try to maintain your continuity of employment even if this necessitates temporarily placing you on short time or having to lay you off work without pay other than statutory guarantee pay.

## **Communications**

### **Private telephone Calls**

You may make occasional private local calls during working hours and also receive occasional calls provided these are brief and kept to a minimum. All telephone calls may be logged to help monitor telephone usage and expenses.

### **Social Media**

All employees have a duty of care to the company in respect of any posts or communications made of social media. All employees should be conscious that any posts or communications may be a reflection on the company if association can be established. Employees should ensure that any communications are not derogatory or defamatory in any way to the company, clients, customers, vendors or colleagues or any other person associated with the company.

### **Hand Held Communication Devices**

Hand held communication devices, e.g. mobile phones, PDA's etc. may be issued to employees when required for business use and remain the property of the company. It is the responsibility of the user to ensure proper use, condition and where necessary return to the company. If a replacement is required, this will be organised by the company. In general, they should not be used for personal use. When it is necessary to do so, the company may require you to make a payment in respect of such use.

The user should not download any apps or text based information services without prior approval. Access to the internet on company devices should be restricted for company business only.

Additional use of personal hand held communication devices are restricted to lunch and tea breaks only unless in an emergency situation. The company reserves the right to deduct from the employee any amount for replacing or repairing any devices which are in an unsatisfactory condition.

### **Use of a Hand-Held Device Whilst Driving**

The user must ensure they have full control of any vehicle that they are driving at all times. It is therefore strictly forbidden for the user to use a hand-held device whilst driving.

The use of a mobile phone for making or receiving calls should only be via an approved hands-free kit for the purpose of in car use. If one is not available, the driver should pull to the side of the road and switch off their engine. The use of text messaging, internet and other facilities on the phone is strictly forbidden whilst driving.

Any breach of this may result in disciplinary action up and including summary dismissal.

### **Lost or Stolen Mobiles**

The user is responsible at all times for the security of the mobile phone and it should never be left unattended. A PIN number should be used on the mobile to enable voicemails to be picked up. If unsure how to do this, please contact Head Office to speak to the appropriate person for instructions.

If the phone is lost or stolen, this must be reported to Head Office immediately. In the event of theft of a mobile phone, the incident must also be reported to the police and an incident number obtained (please provide this number when reporting the loss to Head Office).

The Company reserves the right to claim reimbursement for the cost of the phone, or excess usage charges should the correct procedures not be followed, if a user reports repeated loss of their mobile, it is deemed that the user has not taken appropriate measures to safeguard the equipment, or reported the loss thereof (which will be investigated by the Company and judged at its absolute discretion).

### **Monitoring of Usage and Costs**

The Company monitors the usage of company mobile equipment on a monthly basis. Any unusual or high usage or costs will be reported to the Supervisor/ Manager for investigation.

If it is found the mobile has been misused, the Company may take action under the Disciplinary Procedure.

### **Mobile Phone Use Abroad**

All Company mobile phones are barred from being used abroad unless the network provider has been specifically instructed by the Company. In the event that a bar needs to be lifted, please contact Head Office in order that this may be considered. Data roaming should also be switched off so as not to incur charges for which you will be liable.

### **Information Technology**

The company relies upon electronic communications to support its business activities. There is a continuing evolution of laws and conventions governing acceptable use of electronic communication tools. Misuse of these tools can have serious consequences for the company, clients and even employees.

The use of electronic communication tools includes but is not limited to the following:

- (a) Company supplied telephones, digital assistants, voicemail facilities
- (b) Email accounts
- (c) Company fax machines, modems and servers.
- (d) Company supplied computers.
- (e) Company network tools (browsers and internet access facilities).

### **Access**

Access to the company communication tools is provided in conjunction with company business, your job responsibilities and to enhance your productivity. Your use of these tools is subject to the policy and any other appropriate company policies, procedures and practices.

Use of the company tools/network from personally owned computers, whether at the company premises or remotely, is also subject to the policy. Any passwords used for access to these tools/accounts are the responsibility of the user.

### **Acceptable use**

In the course of your job, you may use these communications tools to communicate with other Employees or externally with Customers, consultants, vendors and other business contacts. As with the telephone there may be occasion to use these facilities for personal purposes. Personal use is permitted so long as it does not interfere with the performance of your job, consume significant resources, give rise to more than nominal additional costs, or interfere with the activities of other Employees.

Under no circumstances shall such facilities be used for personal financial gain, or to solicit others for activities unrelated to company business.

The company will determine, at its sole discretion, if and when personal use becomes excessive.

In addition to other restrictions and conditions, you may not use any communication tool:

- (a) To carry any defamatory, discriminatory, or obscene material.
- (b) To in any way infringe on another person's intellectual property rights
- (c) In a manner that breaches the terms of any applicable telecommunications license or any laws.
- (d) In connection with any attempt to penetrate computer or network security of the company or to gain unauthorised access to any other person's computer email, voicemail accounts or equipment.
- (e) In connection with the breach or attempted breach of any law.

- (f) To send company confidential information without the proper protections.
- (g) To express personal opinion as company opinion.
- (h) To waste time on excessive personal use.
- (i) To install, copy or download software not approved by IT.

The company understands that webs surfing may be business- related and serve a legitimate business function, but the potential for abuse exists. The company encourages exploration of the internet for legitimate business related or professional activities, but you should avoid browsing the web during working time, creating personal Home Pages, or otherwise using company facilities to access Internet sites for reasons unrelated the company business and your job responsibilities. The company reserves the right to restrict any employee's access to the web.

### **Representing the Company in your postings**

The information you publish electronically (sometimes called a posting) reflects on the company in general. Despite all disclaimers that you make (e.g. that your views are your own and may not reflect this of the company) readers elsewhere will make the association between your posting and the company. You should know that true anonymity is very difficult to obtain when using these tools. Inappropriate use or comments may damage the company's reputation and could give rise to corporate and individual liabilities. Accordingly, you should make every effort to be professional in all usage of company communication tools.

All users should think carefully before sending an email as emails have the information fell of a concertation combined with the formal permanence of a memorandum or letter and may be read by persons for whom they were not intended. Anything that would not be said in a letter should not be said in an email. Messages sent by email on company systems must be written in accordance with the standards of any other form of written communication and the content and language of the message should be consistent with company best practice. Messages should be concise and directed only to relevant individuals. Message to a wide mailing group should only be used when necessary.

## **Use of Company Vehicles**

The employee must be in possession of a current driving license and have the director's authority to drive a vehicle. A copy of your driving license will be taken and retained by the office. If at any time, you received an endorsement or are banned from driving you must inform your Supervisor/Manager immediately.

Should you incur any fines and /or costs associated with parking and/or traffic violations when using a company vehicle, these shall be to your costs. Any such fines must be settled by you immediately and the company reserves the right to recover any costs we incur from you, including direct deductions from salary payments.

## **Driving License**

The company's aim is to ensure all staff understand that the organisation expects everyone who drives for work to ensure that their vehicle is legal, safe and fit for purpose.

In order for the company to comply with the legal duties, we require those who are using a company supplied vehicle to produce the appropriate documentation. It is the responsibility of the employee to comply with all reasonable requests for annual checks as required.

The legal aspects of driving a vehicle in the United Kingdom are clear, whether driving for pleasure or on business. The Driver and Vehicle Licensing Agency and 1NE Logistics Limited require that a driver must fulfil certain duties before taking a vehicle on the road:

- (a) A valid photocard driving license (remembering to renew it when necessary)

## **Company Vehicles**

The Company shall, during the continuance of your employment, provide you with the use of a company vehicle for business purposes of a size and a type as the Company deems appropriate. At its discretion, the Company may withdraw the van at any time during your employment. The Company shall bear the cost of insuring, testing, taxing, repairing and maintaining.

Private use of Company vehicles is not permitted. Private use will be regarded as a benefit in kind by HM Revenue and Customs that would incur additional

taxation to the employee. Examples of private use might be – using the van to do the supermarket shopping each week; taking the van on holiday or using the van outside of work for social activities.

You may be permitted occasional private use of the vehicle and must submit a formal request to a Company Director only and if that is deemed reasonable and acceptable you may then be given permission to use the vehicle for that purpose only with no deviation from the request. The driver and vehicle will be tracked and any mileage used, will be charged at £1.65 per mile. This will be calculated from an agreed start and end point which will usually be your home address.

Any driver caught using a vehicle for which they have not been authorised by a Company Director, will be subject to instant dismissal after Disciplinary Procedure has been invoked, as this is deemed as Gross Misconduct.

Where you are responsible for any damage or loss to the vehicle deliberately or otherwise, the Company reserves the right to insist on you rectifying the damage at your own expense or paying the excess part of any claim on the insurers. You will be responsible for any fines incurred. If these sums remain unpaid the appropriate deductions will be made from your pay in such circumstances.

You are required to keep the vehicle you are responsible for clean and tidy, both internally and externally. This should be done at least once per week or more often if necessary. In the event that the interior of the vehicle is not cleaned, is not cleaned properly or cannot be cleaned using the Company's resources, the Company reserves the right to have the vehicle professionally cleaned and valeted. The cost of this will be deducted from your pay.

Where the Company has to pay a higher than normal insurance premium due to your poor claims record or previous driving convictions, The Company reserves the right to charge the excess premium to you.

Upon termination of employment you must return the vehicle to the Company's premises in a clean and tidy state. If it is not returned in a satisfactory condition a charge may be made for recovery and/or valeting costs, which will be deducted from any outstanding salary.

## **Pool Vehicles**

The company may have a limited number of pool vehicles available for use by Employees and visitors for business purposes only. Approval to use pool vehicles must be obtained from your Supervisor/Manager, and will be subject to availability.

The company does not provide insurance cover for the use of private vehicles on company business, you should therefore, ensure that the insurance policy for your private vehicle permits the use of your vehicle for company business. Without the appropriate cover in your insurance policy it is possible that you could find yourself uninsured in the event of an accident whilst on company business. Should you incur any fines and/or costs associated with parking and/or traffic violations when using your own vehicle on company business these will be at your own cost.

You are responsible for ensuring your vehicle is roadworthy and in legal condition for use on company business.

The company will not accept any liability for any incidents/loss involving your vehicle and/or your negligence whilst on company business.

## **Damage, Loss or Injury**

If you are involved in an accident you are required to provide your name and address, the name and address of the vehicle owner, insurance details and your registration. You must not provide any further information or comments on liability to the accident. The accident/ incident should also be reported to the office and your insurers as soon as possible. Where applicable the police should be called and in all instances where a person or animal has been injured.

For assigned and pool vehicles the insurance certificate will remain with the office however you should also retain a copy.

In the case of a theft of or from the vehicle the police and the office should have informed immediately. You must ensure that any items held in the vehicle are out of sight or removed for security reasons. No electronic equipment should be left in vehicles overnight or visible at other times.

You are required to ensure that you follow all accident reporting procedures as required by the insurance company.

Where damage to the vehicle occurs due to your negligence or the negligence of someone you have provided permission to you will remain responsible for the cost of all repairs or the excess on the insurance.

Repeat offences may result in the removal of the vehicle or disciplinary action.

Vehicles allocated to company employees for business use must be maintained in line with the Standards set out by 1NE Logistics and be cleaned inside and out as required to provide the services to our clients. Daily checks on all vehicles are the responsibility of the employee using the vehicle. The company requires a weekly vehicle check sheet completed and returned to head office weekly for vehicle audit check purposes.

Failure to complete the checks and maintain your allocated vehicle to the required standard may result in disciplinary action.

### **Travel overseas**

Company vehicles must not be taken out of the UK and Ireland without the express permission of a Director. Insurance coverage is for the UK and Ireland only.

### **Personal Property**

The company does not accept responsibility for the loss or damage to personal property including tools whilst on company or client premises. You should therefore make sure that any personal property is kept secure or preferable left at home.

### **Dress Code**

Office based employees are expected to exercise discretion regarding style of dress. Employees should always be neat and conform to generally accepted business standards.

Where the company issues any uniforms, coats etc. with the company brand employees should be aware that these are to be worn on company business or in commuting to work only. Any company branded items should not be working on social outings or in a manner where the company name may be put into disrepute.

## **Tidiness**

You are required to maintain a high standard of good housekeeping. We are frequently visited by our customers; clean and well -kept premises will maintain our standard to give service of the highest order.

You are responsible for the tidiness of your own working area. The premises are regularly cleaned but this is made unnecessarily difficult if waste materials are allowed to accumulate. Also refer to the Clean Desk policy.

## **Notice Boards**

There are notice boards in every company location and you are urged to view them regularly. Special announcements affecting all employee will be posted from time to time. The removal, destruction, or defacing of any bulletin or notice displayed by the company may result in disciplinary action, up to and including summary dismissal.

If you wish to display your own notices, you must have prior Supervisor/Manager approval.

For those staff on site communication will be through your Supervisor/Manager or other means as deemed appropriate.

## **Closed Circuit Television**

Closed circuit television cameras are used on our premises for security reasons. We reserve the right to use any evidence obtained in this manner in any disciplinary issue.

## **Provision of References for Current/Former Employees**

You are not authorised to provide a reference on the company's behalf. All reference requests must be referred to Human Resources who will respond on the company's behalf. Only factual information will be provided.

## **Expenses**

All expense claims must be submitted, with supporting receipts, through the online expenses process for approval by the appropriate Supervisor/Manager. Submissions should be made by the 15th of the month. All expenses should be submitted as soon as possible after the expense is incurred. Failure to follow this procedure may result in non-payment and or disciplinary action. For

further information regarding the expenses claim process you should contact finance.

For further information please refer to the Expenses Policy.

### **Access to Company Premises**

You must comply with all policies and procedures relating to access to the company. You must not provide any access codes, swipe cards, keys etc to any unauthorised personnel.

### **Anti- Corruption & Bribery**

The company has a commitment to comply with applicable laws, standards and principles relating to Anti-corruption and Bribery in the UK. It is the responsibility of all employees within the company to ensure that they are adhering to these requirements and that any perceived breaches are reported to your Supervisor/Manager at the earliest possible opportunity. Any breaches of these procedures will be treated as serious disciplinary offences – no form of bribery, including improper offers or payments to/from employees, will be tolerated. The below list is not exhaustive;

1. You should at all times act honestly and without deception.
2. You should not knowingly or recklessly do any of the following/participate in any activity which involves the following:
  - a. Offer, give, demand or accept any bribe or improper advantage
  - b. Participate in any dishonest/deceptive activity
  - c. Provide, conceal or approve work, materials, equipment or services which are not of the quality and quantity required under contract
  - d. Provide false, inaccurate or misleading information
  - e. Dishonestly withhold information
  - f. Make or submit false, inaccurate, misleading or exaggerated records, invoices, claims, applications for variations or extensions of time, or requests for payment

g. Dishonestly refuse or fail to pay sums due

3. If you are a Director or have any management responsibility for the Company, then in addition to the above you must act as follows:

a. Do not instruct, authorise or condone, expressly or impliedly, any corrupt activity

b. Make proper enquiries regarding any suspicion of corruption of which you become aware  
c. Take reasonable preventive measures to stop corruption for which the Company may be liable

d. Report any suspicion of corruption to the Board of Directors

4. You must not, directly or indirectly, and whether in your personal capacity or on behalf of the Company: -

a. Solicit any gift/hospitality in the course of your employment

b. Offer or give to, or receive from any connected person a personal/corporate gift or hospitality of a value which could be considered either disproportionately lavish or inappropriate.

## **D.BENEFITS**

The benefits outlined in this section do not form part of your terms and conditions of employment and therefore do not create a contractual entitlement, unless required by UK legislation. The Company reserves the right to make final interpretation and application of all benefits.

The company also reserves the right to review the level or provision of any particular benefit from time to time varying the level of benefit provided, changing insurer who provides the benefit or withdrawing the continuance of the benefit. You will be given due notice of any such change.

Please note that where benefits are covered by insurance, the cover will be subject to certain exclusions and or restrictions that will be applied in all cases. Payments will only be made in keeping with the terms and conditions of the relevant insurance policy. Where there is any conflict between this document and the insurance policies, the latter will prevail.

## **Annual leave**

The annual leave year runs from the 1st January to 31st December every year. Your annual leave entitlement is inclusive of all Public or Bank Holidays. Annual leave is pro-rated for employees who work part time as appropriate or who start part way through the year.

The company will observe Public Holidays each year on a location specific basis. Details of annual leave requirements will be published at the beginning of each annual leave year. Employees will be required to retain annual leave for closure dates as detailed. Failure to retain sufficient leave will result in days being taken unpaid.

Annual leave should be taken within each calendar year you are not permitted to carry leave over save for exceptional circumstances which will require board approval.

No cash substitutes for annual leave will be authorised except on termination of employment.

Annual leave should be applied for in advance of booking a holiday. The company reserves the right to refuse annual leave for operational purposes.

Employees should provide 4 weeks' notice of your intention to take holidays of more than 3 days. One weeks' notice is required for single days. You will not normally be permitted to take more than 2 weeks consecutively. Holidays will be granted on a first come first served basis.

Annual leave should be requested in writing.

Your holiday pay will be at your normal basic pay unless shown otherwise on your contract of employment or as per statutory requirements.

Should you become sick whilst on annual leave, you can only claim back the annual leave for the sickness period if you submit a medical certificate from a medical practitioner and adhere to the company absence reporting procedure. This does not apply to public holidays or closure dates as observed by the company. If you are sick on these days they cannot be claimed back.

The company reserves the right to require that any outstanding holiday entitlement is taken during any period of notice whether given by you or the company.

## **Pension Arrangements**

On successful completion of your probationary period you will be automatically enrolled in the company pension scheme. The details of the pension scheme will be provided to you by the pension provider. All employees will be required to contribute to their pension in line with the statutory requirements or as outlined in the Contract of Employment. Should you wish to opt out of the pension please speak with HR.

## **Sick Pay**

If you are absent from work because of illness or injury, you are entitled to Statutory Sick Pay (SSP).

A certificate from a medical practitioner is required for all absence in excess of 7 days, however, the company reserves the right to request a certificate from a medical practitioner for any period of sickness absence, at its discretion. Sick Pay will not be paid until the relevant certificates have been received and accepted by Human Resources. All medical certificates submitted must satisfy the company and whilst medical certificates normally provide adequate evidence of unfitness for work, they may not be conclusive evidence depending upon other factors and the circumstances surrounding the particular case. Your sickness absence may be challenged despite the production of medical evidence, if there are reasonable grounds to believe that you are or were fit enough to attend work. Where there is any discrepancy between the medical certificate submitted by you and a certificate submitted by the company's nominated medical practitioner or specialist nominated by them, then the certificate submitted by the company's nominated medical practitioner or specialist nominated by them shall prevail. When absent from work due to sickness or injury you are expected to attempt to get better as quickly as you can. The company does not expect you, when absent from work due to sickness or injury, to engage in any activity which is inconsistent with the nature of your stated illness or injuries or which could aggravate your illness or injury and/or delay recovery, such activities may include, but are not limited to the following:

- (a) Participating in any sports, hobbies or social activities;
- (b) Undertaking any other employment, whether for yourself or another party, whether paid or unpaid;

- (c) Engaging in any work around the home, e.g. DIY;
- (d) Taking a holiday whether pre-booked or ad-hoc during any period of sick leave, except where this is authorised in writing by your medical practitioner as convalescent or recuperative leave. Any case involving a breach of the above will be assessed on a case by case basis and may result in disciplinary action, up to and including summary dismissal. Service Awards

## **E. HEALTH & SAFETY**

This section provides basic information on the company health and Safety policies and procedures. You will be provided with full details of all Health and Safety policies, procedures and practices applicable to you by the nominated person.

Any queries you may have relating to Health and Safety matters should be directed to your Supervisor/Manager or the nominated person responsible for Health and Safety in your area.

Failure to comply with applicable Health and Safety policies and procedures may result in disciplinary action, up to and including summary dismissal.

### **Employee Responsibility**

In accordance with the Health and Safety at work Act 1974, it is the duty of every Employee whilst at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

### **First Aid**

Each vehicle is supplied with a first aid kit. You should familiarise yourself with the location of the kits in your vehicle.

All injuries must be reported as per the accident/incident reporting procedure applicable within your area.

### **Fire and Emergency Procedures**

You must be aware of the fire alarm system and know how to activate it upon discovery of fire. You must also be aware of what actions to take in the event of a fire including escape routes, assembly points, location and use of firefighting equipment.

On site – you will be given a safety induction on arrival. It is of the utmost importance that you fully understand the procedures to follow in the event of an emergency.

### **Accident/incident Reporting**

It is a legal requirement that all incidents/accidents on company premises, customer premises or site whilst on company business, must be reported verbally to your supervisor/manager. It must be done immediately or as promptly as the situation allows.

Your supervisor/manager will investigate the accident/incident and complete the accident book and incident report form, if necessary. Any accident/incident must be reported to the nominated person responsible for Health and Safety within your area and the most senior member of staff at the location concerned.

If you are involved in an accident/incident whilst on any Customer premises or site you must also comply with the relevant accident/incident reporting procedures for that location.

### **Personal Protective Equipment (PPE)**

PPE is provided as necessary to you and must be worn whilst at work. If issued to you, you must maintain this PPE in good condition. On termination of employment, all PPE must be returned to your Supervisor/Manager prior to leaving.

### **Fatigue**

As part of the Health & Safety requirements all employees should be aware of the requirements of the role they are doing and the working hours they are contracted to do. If an employee feels that they are suffering fatigue they should speak with their Supervisor/Manager in the first instance.

Any employee who drives a company car or on company business should ensure that they are fit and able to control the vehicle. It is also the employee's responsibility to ensure that they take regular breaks. If you are unfit to control a vehicle you should refrain from doing so and speak with your Supervisor/Manager.

The company reserves the right to refuse overtime to an employee whom they believe is suffering from or may suffer from fatigue during the overtime.

## **Occupational Health**

Occupational Health relates to the effects that the working environment may have on the health of an employee. It also takes account of the influence that an employee's health may have on their ability to carry out their work safely. 1NE Logistics recognises the benefits of positive wellbeing and good health and will endeavor to promote and maintain the highest degree of physical, mental and social wellbeing of its employees.

### **Hand Held Communication Devices Whilst Driving**

The use of hand held communication devices either company issue or private, is not permitted whilst driving company vehicles or on company business. The use of hand held communication devices (whether listening, speaking, texting, email or internet browsing) whilst driving is an offence. As such hand held communication devices must not be used whilst driving and should only be used when the vehicle is safely stopped and the engine switched off.

Ensure that calls are diverted to your answer service for retrieval. If you are using a hands free mobile phone system whilst driving, reduce the conversation time to a minimum, and tell the person you are talking with that you will call them back once you have found a safe place to stop.

The decision as to whether hands free equipment will be provided rests with the Directors. If you are not provided with hands free equipment you must comply with the above policy. If you are provided with hand free equipment you must use it in accordance with the above policy.

### **Ill Health and Driving**

Employees are responsible for ensuring they are physical fit to drive. Should this change the employee must inform their Supervisor/Manager as soon as is practical. Any employee who believes they are unfit to drive should refrain from doing so and should speak with their Supervisor/Manager immediately.

### **Smoking Restrictions**

The company has a commitment to promote good health among all employees. In line with the legal requirements the company operates a strict no smoking policy in that smoking is not permitted at any time except in designated smoking areas.

You may only use designated smoking areas during working hours at times permitted at your location. Where no times have been designated you are expected to keep the number and duration of smoking breaks to a minimum.

It is also expected that smokers using the designated areas will police the areas themselves and those going out to smoke will clean up the area on an ongoing basis.

This privilege is given to smokers at the discretion of the company and may be reviewed should excessive amounts of time be spent on smoking breaks or good house keeping of the designated areas is not maintained.

This applies to all personnel including sub-contractors, agency workers, visitors etc.

For the avoidance of doubt this applies to E-cigarettes also.

### **VDU Policy**

The Visual Display Unit (VDU) policy aims to safeguard the health, welfare and job satisfaction of all those that use VDU's on a regular basis. For further information please refer to the VDU policy.

### **Visitors**

All visitors must sign in/ out of the visitor's book. In addition, they must be properly escorted and chaperoned at all times during their stay. If you receive or entertain any visitors, you must take full responsibility for their safety and ensure that all relevant policies, procedures and practices are adhered to whilst they are on the premises.

Any stranger on the premises who is not accompanied by an employee should be questioned about their purpose. If the individual has no business on the premises, their presence should be reported to a member of management for further action. If they individual has a business purpose, then they should be taken back to reception and the presence reported to the person responsible for their visit.