



# EMPLOYEE HANDBOOK - Site Staff Rules

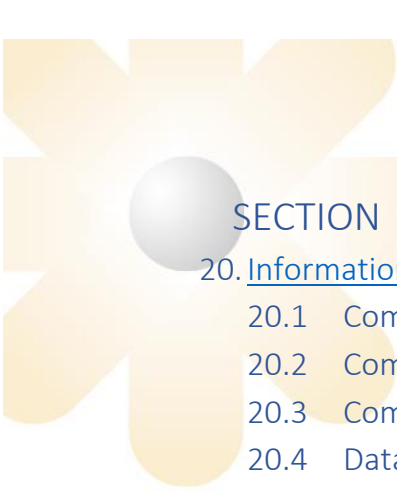
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## 1. Scope and Application of Employee Handbook

This Employee Handbook (known as Site Staff Rules) is intended to provide Employees with direction as to their responsibilities towards the Company throughout and in some cases beyond the duration of their employment.

They are to be read and applied in conjunction with individual Contracts of Employment and are binding on all Employees subject to their applicability. They apply to all Employees of Guardian Electrical Compliance Ltd (also known hereafter as the Company).

Collateral documents, such as the various Company Policies listed in the Appendix, are also part of the terms and conditions of all Employees and must be complied with.

This document and collateral documents may be amended at any time as the need arises. Whilst they are part of Employee terms and conditions, changes will not necessarily give rise to the reissue and completion of new Contracts of Employment. All changes will be notified to Employees and posted on the Company Web Site or in some other suitable medium, so as to give ample opportunity for comment, or to notify management of any disagreement with the changes made.

For the avoidance of doubt the terms Employer, Employee, operative, the use of the male pronoun and any other terms used in these rules are intended to apply equally to men and women.

## 2. Meaning of key terms

Key terms have been used in this document and their meanings are as follows:

- Company** - Guardian Electrical Compliance Ltd (Guardian)
- Employer** - the Company as a corporate entity as well as individual authorised members of staff
- Employee** - any person directly employed on Site by the Company (subcontractors are covered by separate agreements)
- Line Manager** - the authorised member of staff immediately responsible for giving the Employee instructions and direction etc.  
This may include Directors, Supervisors, Heads of Department etc.

## 3. Commencement of Employment

All Employees join Guardian for an initial probationary period of six months. During this period the Employee's work performance and general suitability will be assessed and, if it is satisfactory, the employment will continue.

Following successful completion of the probationary period a Contract of Employment will be entered into which will remain in force for the rest of the employment. Permanent employment is conditional on the Employee signing a formal Contract of Employment.

If, however an individual's work performance is not up to the required standard, or they are considered to be generally unsuitable, the Company may either take remedial action (which may include the extension of the probationary period) or terminate the employment at any time.

*We reserve the right not to apply our full contractual capability and disciplinary procedures during this probationary period.*

#### 4. Induction Training

At the commencement of employment all Employees will undergo Induction Training. This procedure has been formalised and follows a standard format for all new Employees.

Topics to be covered in the Induction Training include:

- Health and Safety Policy and its application
- Site Staff Rules
- Safe Working Procedures – Code of Practice
- Technical Instruction Manual
- Environmental and Sustainability Policy
- Accident and Near Miss Reporting
- PPE issue
- Copies of Qualifications
- Copies of additional qualifications
- Copy of Driving Licence
- Photo ID

#### 5. Health & Safety

In compliance with the Health & Safety at Work Act 1974, Section 2(3) the Company has produced and revises a Health and Safety Policy and Statement.

The policy outlines the responsibilities of Employees with regards to health and safety. Noncompliance with the Company Health & Safety Policy may constitute gross misconduct.

A copy of the Policy and Statement will be issued to Employees upon their commencement with the Company as a separate section within these Rules.

Employees have a duty to read and familiarise themselves with the contents of the policy.

Any questions arising from this can be directed to either the Safety Director or their Line Manager.

#### 6. Training

The Company is committed to investment in their Employees and in keeping with that commitment have resolved to create excellence within the Company through continuous improvement and development of their Employees.

Core training for Site Staff is generally provided in order to maintain existing qualifications i.e. Asbestos Awareness, Confined Spaces etc. as well as to comply with Statutory and Customer requirements. This training is provided without charge to the Employee.

Additional non-core training identified by the Employee may be provided if it is in line with the Company's Business Planning. Such training designed to enhance Employee's abilities and improve their prospects is supported by the Company at the discretion of their Line Manager along with another member of the management team.

Should any operative leave the Company within 12 months of receiving non-core training, the Company reserves the right to recover all or part of any related costs.

## 7. Hours of Work

Site based operatives generally work a 45 hour week with start and finish times to suit the requirements of the contract work they have been assigned to.

### 7.1. Field Operatives – Inspectors and Remedial Operatives

The prime responsibility of this category of Employee is to effectively accomplish the particular tasks required of them by the Company in response to the needs of the project work or the requirements and arrangements of the Client and the contract.

Intermittent and sometimes extensive travelling may preclude against regular and fixed hours of work, as will the varying demands of individual Clients or projects, coupled with the individual's effort to achieve the desired result.

Subject to the foregoing, the line manager with responsibility for managing such Employees is authorised to vary their hours of work to suit particular circumstances, subject only to the requirement of maintaining an adequate staffing during 'standard' working hours of business.

### 7.2 Working Time (Amendment) Regulations 2007

The Working Time (Amendment) Regulations 2007 are in force as a result of a European Directive.

Amongst other things the effect of the legislation is to ensure that an Employee cannot be forced to work more than an average of 48 hours over any 17 week period if they do not wish to do so.

In view of the established work patterns that exist within the Company, the Working Time Regulations may affect field operatives.

Instances where the Regulations do affect Employee will be addressed by the Management.

### 7.3 Work / Lunch Breaks

There are no specified times for work breaks during the day as most jobs / tasks carried out during the working day allow ample opportunity for short breaks.

Each Employee is allowed 30 minutes lunch break per day.

#### 7.4 Flexible Working

For a variety of reasons usually related to an Employee's work/life balance, requests may be made to change to flexible working hours. The Company recognises its responsibility as a responsible Employer to give due consideration to such requests.

It should be noted that flexible working is not an automatic right but there is a legal entitlement for Employees to approach us through the correct procedure to request a change in their working arrangements.

Whilst every effort will be made to accommodate reasonable requests in the case of Site based operatives the Company may well have a very limited latitude in which to consider the request.

#### 7.5 Completed Work and Timesheet/Expenses Submissions

Please upload all Reports, Documents & Project Review Sheets to the Google Drive ASAP after you have completed the allotted time onsite. This should be no later than 3 days from job completion

The EDNs and Drawings are to follow in the post or directly handed in..... no later than 5 days after completion (this includes weekends).

Please send all completed Timesheets, Expenses & Holiday forms to [timesheets@guardianelectrical.co.uk](mailto:timesheets@guardianelectrical.co.uk). Timesheets must be received by 8am on Mondays, with expenses forms submitted weekly and received by close of business on Mondays

#### 8. Holiday Pay

Entitlement to annual holiday pay, including allowance for Bank and/or Public Holidays is as stated in the Employees Contract of Employment.

The following restrictions apply to the taking of holidays:

- Up to 5 Days of the holiday entitlement to be taken during Christmas and New Year period. Dates to be arranged by the Line Manager.
- Balance of entitlement to be taken at any time during the year to a maximum of 10 days at one time.
- Holiday leave in excess of 10 days must not be taken en bloc unless agreed with the Line Manager responsible.

All holidays must be approved and detailed by the Employee on a holiday request forms. Confirmation that the holiday request has been approved will be normally sent by email from the Employee's Line Manager.



As much notice as possible is required to enable the Line Manager to make necessary plans for cover if needed.

Site Employees are required to consult the Holiday Sheet which shows all the current Employee holiday requests submitted and approved.

In this way Employees can take in to consideration particularly heavy booking periods where, if further holiday requests were added would leave the Company in a difficult position to function in an orderly manner and maintain a proper service to its customers.

Minimum notice periods are as follows:

Leave requested	Minimum notice required
1 day	5 working days (1 week)
2 to 5 days	10 working days (2 weeks)
5 to 10 days	20 working days (4 weeks)
Over 10 days	By arrangement with the Line Manager

## 9. Sickness / Illness

Immediate notification of illness should be made to the Line Manager and Office Manager at the earliest opportunity.

Following a sickness or illness absence a Sickness Self-Certification available from the Office Manager must be completed.

In addition, any absence from work lasting longer than five days should be accompanied by a Doctor's note. In these circumstances the previously sick employee will complete a Return to Work Form and where appropriate engage in a return to work interview with their line manager. The intention of this arrangement is to ascertain any deeper underlying problems that may need to be accommodated if reasonably practicable by management.

After three full month's employment, Employees pay entitlements for anyone suffering prolonged periods of illness will be in accordance with their Statutory rights.

## 10. Absence from Work

### 10.1 General provisions

Employee leave of absence is normally granted on an unpaid basis for specific reasons at the discretion of the line manager or a Director except where granted by statutory legislation.

### 10.2 Maternity Leave

All Employees are entitled to Maternity Leave regardless of service, hours of work, grade or type of contract. Maternity leave for fathers is subject to statutory provisions

Full Maternity Leave details can be obtained from the Finance Director.

### 10.3 Parental Leave

Parental Leave allows mothers, fathers and adoptive parents to take time off work to look after a child.

Parental leave is unpaid. Employees are entitled to 18 weeks' leave for each child and adopted child, up to their 18th birthday.

A parent must have held continuous employment with the Company for one year on the date of birth, or adoption, of a child.

The limit on how much parental leave each parent can take in a year is 4 weeks for each child. Employees must take parental leave as whole weeks rather than individual days, unless Guardian agrees otherwise or if your child is disabled. It is not a requirement to take all the leave at once.

Notice period for a Parental Leave request is 21 days before the week the baby or child is expected.

Leave entitlements apply to the child and not your job.

Full Parental Leave details can be obtained from the Finance Director.

### 10.4 Bereavement Leave

This would include the death of a member of family, partner or significant other and would include arranging and attending the funeral. Bereavement Leave is granted at the discretion of the Directors

### 10.5 Special Leave of Absence

From time to time circumstances may enforce a leave of absence due to events or activities which could not have been scheduled for a non-working day or time or within annual leave.

Leave may be granted by the line manager or a Director. An example may be where leave is required for the Employee to care for a sick child either on an emergency basis or where no alternative care arrangements can be made.

## 11. Secondment

If, during the course of employment with the Company, an Employee is given an assignment which involves working completely to a Client's or Group members instructions, on a Client's or Group members premises, and in conformity with a Client's or Group members procedures such an assignment will be deemed as secondment.

Whilst on secondment, an Employee will retain the all the benefits arising from employment with the Company and will be expected to comply fully with these rules and any rules issued by the Client or Group member.

In case of conflict between the two sets of rules, an Employee on secondment should consult their Line Manager.

## 12. Performance review

Management must ensure that all employees operate at the required level of performance for their role and has the right to take management action in accordance with the Performance Improvement Procedure to address issues of under-performance.

An employee's performance may be affected by factors, including:

- Lack of facilities crucial to the employee's performance
- Lack of proficiency and poor overall organisation
- Changes in the nature and allocation of work, including heavy workload
- Lack of aptitude, skill or experience
- Lack of training
- Personal/family difficulties
- Short-term health problems
- Reorganisation or redefinition of role
- Poor attendance at work

The Company will carry out a performance review (appraisal) of some or all of the Employees depending on each person's role and responsibilities in the organisation.

This will normally take the form of a one to one discussion with your line manager or a Company appointed representative which may also include a Health & Safety review.

The discussion is recorded on standard Company proformas and adequate notice is given for the Employee to complete the documentation in advance.

## 13. Salaries

Salaries are paid monthly in arrears. Payment is affected by bank transfer direct to the Employee's bank account on the last working day of each month.

All Employees will be notified of their monthly pay via itemised pay statements.

## 14. Pension

The Company operates an auto enrolment pension scheme to which employees will automatically be enrolled after 3 months of employment. At the time of issue of these Rules the level of contribution by the company is 3% of salary, with the employees contributing 5%.

Pension contributions and associated arrangements are subject to change in accordance with future legislation.

For full details on the scheme please contact the Finance Director.

## 15. Retirement

There is no compulsory retirement age. There are certain circumstances in which you may be compelled to retire however good reasons for this must be given.

Employees may be asked to retire early if their job requires them to have a certain level of mental or physical abilities, or has an age limit set by another law.

## 16. Guardian Health Insurance Scheme

Following a successful six months probationary period, Guardian Employees are entitled to join the Company managed Health Insurance Scheme.

This entitlement normally applies to the individual Employee only.

For a list of the benefits available, contributions required and details of how to make a claim, please contact the Finance Director.

## 17. Company Vehicles

### 17.1 Allocation and use

Company vehicles are provided to support business activities and are to be used only by qualified and authorised Employees. Their provision is intended to assist Employees in the proper and economical execution of their duties.

Employees will be liable for the payment of taxation associated with the declared use, unless those private journeys are considered to be 'insignificant'.

### **What is insignificant use?**

Private use is insignificant where it is very much the exception to the normal use, is intermittent and irregular and lasts for short periods of time on odd occasions during the year. Examples of insignificant use taken from H M Revenue & Customs web site are:

- Journeys between home and work.
- Taking an old mattress or rubbish to a tip once or twice a year.
- Regularly making a slight detour to drop off a child at school or stopping at a newsagent on the way to work.
- Calling at the dentist on the way home from work.

Examples of use which are **NOT** considered insignificant are:

- Regular use of the van to do the supermarket shopping.
- Taking the van on holiday.
- Using the van outside of work hours for social activities.

In order for Guardian to comply with the legislation, all employees who have the use of a Company Van are required to sign a declaration stating, confirming whether or not the vehicle is required for private journeys.

If a vehicle user having made a declaration that he will not be using the vehicle privately then breaches it, he may be subject to disciplinary action and in any event will bear responsibility for all taxes and penalties that may be imposed by the Inland Revenue as a result his actions.

An accurate log of Business mileage must be kept and returned to the Operations Department at the end of each week. The Finance Director will utilise these records to apportion the cost of fuel for private mileage where applicable.

Company vehicles such as vans in the custody of site Employees and other persons come under the jurisdiction of the Operations Director via Operations staff.

### 17.2 Care and Operation

Use of any Company vehicle is governed by the Driving at Work Policy referred to in the Appendix. Before using any Company vehicle Employees should familiarise themselves with this Policy.

They should also complete a Pre-rental Inspection sheet and any other on-going Inspection document which would normally be provided by the vehicle supplier/hire company.

Company vehicles must not be used until the above has been completed.

Smoking and vaping is not allowed in Company vehicles at any time.

Company vehicles may not be used for business activities of other companies.

In all cases, these vehicles are to be operated in strict compliance with legal requirements for all motorists in the UK. They are to be maintained and driven with the utmost regard for their care and cost-efficient use.

Company drivers and anyone authorized to drive the Company vehicles must have a valid driver's license issued in the UK for the class of the vehicle being operated and drivers must be proficient enough to drive the vehicle in a safe and economical manner.

Drivers must be not less than 21 years of age. Obtaining a driver's license is a personal expense.

Every six months Company vehicle drivers must make a declaration to the Finance Director stating the current status of their driving licence in respect of endorsement of offences, penalty points incurred and confirming that they are currently eligible to operate a vehicle in the UK.

If at any time a driver loses his licence to drive, he must cease the operation of the Company vehicle in his care and inform the Finance Director or Operations Director of this fact.

In all cases the rules and requirements of the Company's Insurers will take precedence. We reserve the right to withdraw permission to operate a Company Vehicle should our Insurers object to the proposed vehicle user.

Only an authorised Employee, Employee spouse or significant other may operate a Company vehicle, subject to the user having the permission of the Company and the purpose being occasional use only.

All users other than Employees must meet all driver qualifications and rules in this Handbook. Personal trailers, including boats and recreational vehicles, are not to be towed.

Company vehicles are not to be driven while under the influence of alcohol or any controlled substance.

Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed.

Authorised drivers are required to properly maintain their Company vehicles at all times. Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions.

Preventive maintenance such as, but not limited to, regular oil checks, lubrication, tyre pressure, wear checks and fluid checks are the responsibility of the vehicle custodian, as well as the requirement to cooperate with arrangements to carry out service and maintenance of the vehicle.

### 17.3 Traffic Violations

Fines for parking or moving violations, towing away, storage or impoundment are the personal responsibility of the vehicle custodian.

The Company will not condone nor excuse ignorance of any motor vehicle violations that result in prosecutions or summonses being directed to itself as owner of the vehicle.

Each driver is required to report all moving violations to the Operations or Finance Director within 24 hours.

This requirement applies to violations involving the use of any vehicle (Company, personal or other) while on Company business.

Failure to report violations may result in appropriate disciplinary action, including revoking of driver privileges and possible termination of employment.

Motor vehicle violations incurred during non-business (personal use) hours may also affect the custodian's driving status as well and are subject to review.

## 17.4 Accidents and Incidents involving Company vehicles

### In the event of an accident:

- If a driver is involved in an accident it should be reported immediately to police and the relevant line manager. If possible, please obtain a copy of the police report.
- Do not admit negligence or liability.
- Do not attempt settlement, regardless of how minor.
- Obtain name, address and phone number of injured person and witnesses if possible.
- Exchange vehicle identification, insurance Company name and policy numbers with the other driver.
- Take a photograph of the scene of accident if possible.
- Report all details to the Operations or Finance Director within 24 hours.

## 17.5 Damage to Company Vehicles

It is acknowledged that Company vehicles, particularly vans, may be subject to damage from day to day use which may or may not be the fault of the custodian.

It is the responsibility of all drivers to mitigate damage to company vehicles.

**All** damage howsoever caused **must** be reported to Operations Director, Operations staff, or the Finance Director.

From time to time Operations staff will carry out spot inspections of vehicles to check its current condition.

Normal wear and tear damage and accidental damage is the responsibility of the Company to make good either directly or through their Insurers.

Making good of damage which is incurred due to negligence or misuse however may be re-charged to the custodians at the discretion of the Finance Director.

Examples of re-chargeable damage:

- Smashed internal panels, such as is caused by forcing in step ladders
- Dented bodywork
- Large dents in roof panels caused by internal to external pressure, often caused by forcing steps into the vehicle.
- Smashed and severely damaged wheel trims and wheel rims
- Smashed and missing wing mirrors, which is an offence under the Road Traffic Act.
- Missing internal accessories

The purpose of the re-charge facility is to re-enforce the need to take reasonable care of Company vehicles.

Charges will not be levied in a penal manner but will reflect the actual cost of repair or the charges levied by our Hire Company.

Deductions from pay to meet the cost of any recharges will only be made by agreement with the Employee and will be reasonable with regard to the Employee's earnings.

Care will be taken not to impose hardship on the Employee and may be staggered over a period of time to ensure this is the case.

#### 18. Use of Company equipment

Equipment is issued to Employees to assist them to carry out their duties effectively and efficiently.

This equipment may include computers, meters, and other necessary electrical, electronic or other items.

Equipment should always be used and maintained in accordance with manufacturer's instructions and any instructions received from the Company.

As with Company vehicles, where equipment has been misused or neglected and this results in damage or loss, the Company reserves the right to re-charge a reasonable sum in keeping with the cost of repairs or replacement of the item.

Equipment must not be left in vehicles overnight but should be transferred to a secure indoor location.

#### 19. Mobile Phones

Certain Employees will be issued with mobile phones to assist in the carrying out of their everyday duties. These devices are to be kept nearby during working hours.

Phones are specifically for work use and reasonable private purposes.

Issuing and monitoring of use of mobile phones comes under the responsibility of the IT Manager.

Loss, damage or any other matters regarding mobile phones should be reported to the IT Manager in the first instance.

Personal mobile phones which are not the property of the Company must only be used for emergency and essential purposes.

The Company has a zero-tolerance policy for texting, emailing, filming, photographing, browsing the internet and searching playlists while driving.

Only hands-free talking while driving is permitted.

In all cases phones should only be used in accordance with the Client's own rules and Safe Working Procedures whilst on site.



## 20. Information Technology

To ensure a stable and reliable IT infrastructure it is important that guidelines are followed to prevent damage and misuse of Company IT equipment.

### 20.1 Computer software

The Company understands the need to use licensed software and the importance of good software management. Therefore, the use of unauthorised, pirated or private software on Company machines is strictly prohibited.

If any Employee is in doubt about whether a piece of software may be used on a Company PC, they should consult the IT Manager.

### 20.2 Company developed software

Where copies of software programmes such as TraQit are uploaded to Company issued computers, laptops etc. they remain always the property of the Company.

No other copies should be made or distributed or otherwise made available to third parties other than authorised Client users.

Only the most current database should be used in data operations, inputs and amendments. All copies of previous and superseded versions should be destroyed or returned to the Operations Department.

Under no circumstances should the Company database be installed on personal devices without prior arrangement with the IT Manager.

### 20.3 Computer hardware and software failures

IT plays a major part in the carrying out of everyday duties within the Company. As a result, it is important that any problems with the IT infrastructure are reported to the Employee's Line Manager.

Any IT problems should be immediately reported to the IT Manager via the IT Helpdesk.

Given that technology is not infallible, all inspection teams should carry paper templates so that they can continue to record testing data in the event of laptop failure.

### 20.4 Site Data Storage and Backup

#### **Data Backup**

It is imperative that you back up your data on a daily basis which is why this requirement has been written into these Staff Rules.

Site staff are all provided with a USB memory stick for this reason. It is a very simple process to keep a copy of your Saved Databases folder on the USB drive, or at a very minimum, keep a copy of the database you are working on.

### **Enforcement of Data Backup Policy and Procedures**

The Site Data Storage and Backup policy and Procedures shall be adhered to by all onsite staff. In addition to these requirements being enshrined within the Employee Handbook, a copy can be obtained from the Operations Department and will be kept on the company shared drive.

In the event of a PC failure, resulting in data loss, the IT Manager may need to utilise a 3rd Party to retrieve the data from the PC. If found that the Site Data Storage and Backup Procedures policy haven't been correctly followed, then the 3rd Parties charges may be re-charged to the custodian(s) at the discretion of the Finance Director.

The purpose of the re-charge facility is to re-enforce the need to take reasonable care of data backup. However, deductions from pay to meet the cost of any recharges will only be made by agreement with the Employee and will be commensurate with the Company's actual losses as well as the Employee's ability to pay.

In order to avoid hardship repayments may be staggered over a period of time.

### 20.5 Viruses

Machines within the Company have anti-virus software installed. The software is set to perform regular anti-virus scans automatically to prevent the spread of viruses across the network.

Although software can be downloaded, it cannot be installed on the device. To prevent the spread of viruses we instruct Employees to check all CDR's, memory sticks and any other transportable data devices with anti-virus software prior to use and that care is taken when downloading software from the Internet.

The Company is available to assist any Employee who may be uncertain as to how to monitor and implement this Policy.

### 20.6 Use of the Internet

The Company has a permanent Internet connection and all computers have access to this.

This connection will enable Employees to access information via the web that will be helpful to them in the course of them carrying out their duties.

There is no objection to the casual use of the internet for private enquiries, provided that the enquiries only take a few odd minutes and the activity does not intrude on a members work and does not fall into the category of abuse listed below.

Use of the internet to access web sites featuring pornography, criminal or other antisocial activities is prohibited.

Any Employee found browsing or storing material of an obscene nature on Company computer equipment, or their own equipment which is connected via the Company's facilities or in working time will be subject to disciplinary action up to and including dismissal.

The Company is not seeking to be moralistic on the subject, however, we view such subjects as being contrary to the ethos of the group and in the case of more extreme types of material may make those downloading it open to prosecution under the Obscene Publications Act.

Please Note: Employees should be aware that the Internet Service Provider (ISP) holds a log of sites visited and the IT Department has full access to all machines and can monitor each users Internet activity.

## 20.7 Use of Your Own Devices at Work

For a number of business-related reasons, no personal devices will be permitted to connect to the network (including the file system) unless a viable business case has been outlined to the IT Manager. In cases where only internet access has been requested and is deemed necessary, access will only be given to the guest Wi-Fi network.

For the convenience of its Employees the Company grants the privilege of purchasing and using smartphones and tablets of their own choosing at work. However, it reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below.

This policy is intended to protect the security and integrity of the Company's data and technology infrastructure. Limited exceptions to the policy may occur due to variations in devices and platforms.

Employees must agree to the terms and conditions set forth in this policy in order to be able to connect their devices to the Company network.

The device must conform to the definition of acceptable business which is defined as - activities that directly or indirectly support the business of the Company.

Acceptable personal use on Company time is defined as reasonable and limited personal communication or recreation, such as reading or game playing or accessing social media sites during official break times.

Employees are blocked from accessing prohibited websites during work hours/while connected to the corporate network at the discretion of the Company.

Devices may not be used at any time to:

- Store or transmit illicit materials
- Store or transmit proprietary information belonging to another Company
- Harass others
- Engage in outside business activities
- Downloading Apps via a medium other than iTunes or Google Play.

The foregoing list of prohibited uses is not exhaustive.

Employees may use their mobile device to access email, calendars, contacts, documents, etc. owned by the Company or its resources.

## 20.8 Permitted Devices

Proprietary Smartphones including iPhone, Android, Blackberry and Windows phones are allowed to be connected to the Company system subject to the foregoing conditions.

Tablets including iPad and Android are similarly allowed.

In order to prevent unauthorised access, devices must be password protected using the features of the device and a strong password is required to access the Company network.

The Company's strong password policy is:

- Minimum password length - 9 characters
- Enforce Password History - 24 (The number of previous passwords remembered before you can re-use the same password).

Passwords must meet the following complexity requirements –

1. Not contain the user's account name or parts of the user's full name that exceed two consecutive characters.
2. Be at least nine characters in length. 3.
3. Contain characters from three of the following four categories:
  - a. English uppercase characters (A through Z)
  - b. English lowercase characters (a through z)
  - c. Base 10 digits (0 through 9)
  - d. Non-alphabetic characters (for example, !, \$, #, %)
4. Complexity requirements are enforced when passwords are changed or created.

Enforce minimum password age - 14 days (User cannot change password again within 14 days)

Enforce maximum password age. (No. of days after which you will have to change your password). We are removing this requirement.

Enforce account lockout policy:

1. Number of failed logon attempts allowed: 5
2. Reset failed logon attempts count after (mins): 30 (You must wait 30 minutes before attempting to login again after being locked out).

Employees are automatically prevented from downloading, installing and using any app that does not appear on the Company's list of approved apps.

Smartphones and tablets that are not on the Company's list of supported devices are not allowed to connect to the network.

## 20.9 Use of e-mail

Employees may be allocated their own e-mail address [e.g. sample@guardianelectrical.co.uk](mailto:sample@guardianelectrical.co.uk). It is up to each individual Employee to manage their e-mails.

If an Employee is going on holiday it is advisable that they inform their line manager so their e-mails can be re-routed if necessary. In all instances of annual leave an out of office automated response should be set up in line with Company policy.

Employees are requested to be cautious about giving out their e-mail address indiscriminately, as they may be subscribing to a link that will send out spurious e-mails that will only serve to endanger or choke the system.

However, in some cases it may be necessary to provide an e-mail address to access legitimate information from the web.

If this is necessary and you do not want the organisation to contact you, an unused e-mail address may be used. This can be obtained from the IT Manager.

Employees are reminded that under government legislation, companies are entitled to oversee all e-mails received and distributed via the Company e-mail system.

The Company realises that individuals may not be able to stop e-mails being received that contravene Company policy but are asked to delete any such e-mail immediately.

Should it be discovered that Employees have distributed e-mails of an obscene nature then immediate disciplinary action will result.

## 21. Compliance with Statutory Obligations

Employees must comply with all legislation applicable to the Company.

Matters that frequently affect the Company are those relating to:

- Company Law
- Taxation
- Health & Safety
- Employment

Any breach of the foregoing could have serious and far-reaching implications for the Company and stability of employment.

Advice and guidance are available from Company Directors to assist members in complying with legislation.

The Company has no alternative other than to regard any failure to comply with legislation as serious and to invoke Company disciplinary procedures.

## 22. Alcohol and Drugs

Alcohol and drugs affect performance, conduct and relationships at work.

No Employee shall:

- Commence work under the influence of prohibited drugs or alcohol.
- Be in possession of prohibited drugs whilst on duty.
- Consume prohibited drugs or alcohol whilst on duty.

Any breach of the above will invoke the Company disciplinary procedure.

Please refer to the Companies Drugs and Alcohol Policy, a link to which is referred to in the Appendix.

## 23. Smoking

The Company operates a strict non-smoking policy on its premises. This applies to the use of tobacco products and to vaping.

This is in accordance with the current issue of the Company's Smoke Free Premises and Vehicles Policy a copy of which is attached as an Appendix to these Rules.

Additionally, whilst working on or visiting customer's premises, Employees are required to conform to the policy and arrangements that the customer has in place.

## 24. Confidentiality of Information

The Company's policy is to provide Employees with the fullest information necessary to assist in the fulfilment of their duties and responsibilities.

Much of this information is confidential and if divulged could damage the Company's business, and the security of employment of Employees.

### 24.1 Duty of confidentiality

Employees have a responsibility to protect and maintain confidentiality of both Company and Client information.

Employees shall not during or after their employment, except as authorised or required by law or your duties, disclose information belonging to the Company.

This obligation will continue after the termination of employment unless and until any such information comes into the public domain other than through any breach of this provision by the Employee.

## 24.2 Specific information

Information that would come under the conditions of confidentiality would be any information that:-

- is or has been acquired by you during, or in the course of your employment, or has otherwise been acquired by you in confidence, and
- relates particularly to our business, or that of other persons or bodies with whom we have dealings of any sort, and
- has not been made public by the Company or with its authority,
- shall be confidential, and (save in the course of our business or as required by law) you shall not at any time, whether before or after the termination of your employment, disclose such information to any person without prior written consent from the Company.

## 24.3 General Data Protection Regulations 2018 (GDPR)

You have a legal obligation under the General Data Protection Regulations 2018 to exercise reasonable care to keep safe all documentary or other material containing confidential information, and shall at the time of termination of your employment with us, or at any other time upon demand, return to us any such material in your possession.

The General Data Protection Regulations 2018 requires the Company to have appropriate security to protect personal information against unlawful or unauthorised use or disclosure, and accidental loss, destruction or damage.

If you are provided with a laptop and hold sensitive data through other media such as a memory stick you are legally responsible under the Act for taking all reasonable steps to maintain the security of that data.

When considering data protection, a lot of emphasis is put on technical security measures to protect computerised information – and rightly so. However, many security incidents relate to the theft of laptops or briefcases or abandoning paper-based material or computers.

Physical security is just as important as technical security and portable media (such as memory sticks, disks or so on) containing personal information that is be taken out of the office must always be transported securely and kept secure at night (i.e. not left in a vehicle).

## 24.4 GDPR – Employee information

Following the introduction of the GDPR legislation in 2018 all new employees will at induction or on an ongoing basis be required to provide written consent to the Company retaining and maintaining such personal data as is required to maintain your employment with the company.

Such information will include date of birth, NI number, address, date of birth, bank details, criminal convictions, motoring offences, etc. and any other information we are legally required to retain.

Data that we hold will be retained in our confidential files. This data comprises statutory and essential information relating to your employment and it will only every be used for this purpose, will be maintained at the minimum level necessary and will never be made available to a third party unless it is our statutory duty to do so or we have your express permission to pass it on.

See also clause 28 - Employee Administration.

#### 24.5 Copyright

All written material, whether held on paper, electronically or magnetically which was made or acquired by you during the course of your employment with us, is the property of the Company and the Company owns the copyright.

At the time of termination of your employment with us, or at any other time upon demand, you shall return to us any such material in your possession

#### 24.6 Ownership of intellectual property rights

Employees will promptly disclose to the Company and keep confidential all inventions, copyright works, designs or technical know-how conceived or made by them alone or with others in the course of their employment.

Employees will hold all such intellectual property in trust for the Company and will do everything necessary or desirable at our expense to vest the intellectual property fully in the Company and/or secure patent or other appropriate forms of protection for the intellectual property.

Decisions as to the protection or exploitation of intellectual property shall be in the absolute discretion of the Company.

The obligations above will not apply to:

- Any information or knowledge which may subsequently come into the public domain other than by way of unauthorised disclosure (whether by the Employee or a third party).
- Any of the Employee's acts in the proper performance of the duties of their employment.
- Information or knowledge the use or disclosure of which has been properly authorised by the Company.
- Any information which the Employee is required to disclose in accordance with a Court order of competent jurisdiction.

#### 24.7 Statements to the Media

Any statements to reporters from newspapers, radio, television, etc. in relation to our business will be given only by an appointed member of the management.



## 25. Termination of Employment

Employment with the Company may be terminated by either side giving notice in writing.

### 25.1 Employee's notice of termination

Where the Employee gives notice of resignation, the Company expects to be given the following minimum periods of notice:

- By those with less than six months service - 1 Month
- By those with more than 6 months service (except those listed below) - 1 Month
- Managers and Directors of Subsidiary Companies - 2 months
- Directors of Guardian Electrical Compliance Ltd - 3 Months

By mutual consent between the Company and the Employee, the periods above maybe adjusted.

In the event that holiday leave over and above that already accrued has been taken, the Company retains the right to make a deduction from the Employee's final salary.

### 25.2 Employer's notice of termination

Where the Company gives written notice of termination of employment to the Employee the period of notice given will be in accordance with your Statutory rights.

### 25.3 Dismissal on the grounds of Incapacity

Where an Employee becomes incapable of carrying out his duties in the normal way due to incapacity arising out of illness, disability or injury the Company may select one or more of the following options:

- Obtaining a medical report from the Employees GP provided the Employee grants permission
- Arranging an occupational health assessment
- Determine whether or not the Employee is disabled or incapacitated

Where it has been established that the Employee is disabled or incapable, the Company will make reasonable adjustments to help the Employee to undertake their normal duties.

If despite the implementation of reasonable adjustment measures, or where reasonable adjustments cannot be made, the Company reserves the right to dismiss the Employee where it is no longer possible for the Employee to continue in employment.

## 26. Disciplinary Procedures

### 26.1 Purpose

This procedure will apply to all employees of Guardian Electrical Compliance Ltd (the “Company”). It does not form part of any individual employee’s contract of employment.

The aim of the Company in producing this procedure is to ensure that there will be a consistent and fair treatment of individual employees. This procedure is designed to ensure that a person whose performance or conduct falls below the required standard is aware of the Company's attitude and rules and is encouraged to take steps to ensure that further disciplinary action will be unnecessary.

### 26.2 Principles

- No disciplinary action will be taken against an employee unless the case has been fully investigated and all relevant facts established.
- If a disciplinary hearing is necessary, the employee will receive reasonable notification of the date of the hearing.
- At every stage of the formal procedure the employee will have the right to be accompanied by a work colleague or trade union representative.
- No employee will be dismissed for a first breach of discipline except in the case of gross misconduct when the penalty will be dismissal without notice or payment in lieu of notice.
- An employee will have the right to appeal against any disciplinary penalty imposed.
- The procedure may be implemented at any stage if the employee's alleged misconduct warrants such action.
- The Company reserves the right to suspend the employee on full pay pending investigation and determination of what action, if any, is to be taken. Suspension during investigation is not a disciplinary action.

### 26.3 Power to Discipline/Dismiss

Employees are subject to discipline by their immediate superiors who may issue oral warnings where appropriate. Written warnings and notifications of dismissal will be given by a Director.

### 26.4 Procedure

Minor faults will be dealt with informally but where the matter is more serious the following formal procedure will be used. Stages may, however, be omitted in appropriate circumstances according to the seriousness of any misconduct.

At all stages of the formal procedure, the following stages will apply:

1. Employees will be informed in writing, by their line manager, of any conduct or performance which does not meet the required standard.
2. The employee will be invited to a meeting.

3. The employee must take all reasonable steps to attend the meeting and may request to have a work colleague or trade union representative present. If the employee fails to attend the meeting, the Company may proceed in his or her absence.
4. At the meeting, the breach of discipline will be outlined and the employee will be given the opportunity to offer an explanation.
5. After the meeting, the employee will be informed of the decision made and notified of the right to appeal.
6. Provided there are no further warnings or action in respect of any specific matter under the procedure, warnings shall cease to count against the employee at the expiration of 12 months from the date when they are given. However, in some cases a matter may be considered to be of sufficient gravity that it will remain "on the record" for a longer period or indefinitely. If so, this will be explained in writing as part of any warning.
7. Where a warning is issued, the employee will be informed that the warning will be recorded and that a further breach will result in further disciplinary action.

### 26.5 Offences Other Than Gross Misconduct

The following list provides examples of misconduct covered by this heading but it is not intended to be exhaustive or exclusive:

1. Persistent absenteeism
2. Poor time keeping/persistent lateness
3. Unauthorised absence from the place of work
4. Unsatisfactory performance
5. Refusal or failure to carry out a reasonable instruction
6. Abusive behaviour
7. Minor breaches of safety regulations and requirements

### 26.6 Stage 1 - Oral Warning

If an employee's conduct or performance does not meet the required standard, he or she will be informed of this by his or her line manager. The employee will be told precisely what improvements are expected and, if appropriate, given a specified time within which these improvements must be made. The employee will also be informed that the warning is the first stage of the disciplinary procedure, that a further breach will result in a further warning (which may be final) and of his or her right of appeal. A note of the warning will be kept.

### 26.7 Stage 2 - Written Warning

If there is a failure to improve, or if a further offence occurs, or if the conduct or performance is sufficiently serious, the employee will be informed of the alleged breach of discipline and required to attend a disciplinary interview.

A written warning will be given to the employee if necessary. The employee will be told precisely what improvements are expected and, if appropriate, given a specified time within which these improvements must be made. The employee will also be informed that the warning is the second stage of the disciplinary procedure, that a further breach may result in a final warning and of his or her right of appeal. A note of the warning will be kept.

## 26.8 Stage 3 – Final Warning

If there is still a failure to improve or conduct is unsatisfactory, or if a further offence occurs, or if the misconduct necessitates more severe action, the employee will be informed of the alleged breaches of discipline and required to attend a disciplinary interview.

If a final warning is to be issued this will be given in writing. The employee will be told precisely what improvements are expected and, if appropriate, given a specified time within which these improvements must be made. The employee will also be informed that the warning is the final stage of the disciplinary procedure, that a further breach may result in dismissal and of his or her right of appeal. A note of the warning will be kept.

## 26.9 Stage 4 – Dismissal

If there is no improvement in the employee's performance or further offences are committed, dismissal will normally result. The decision to dismiss can/ will only be taken after the employee has been informed of the alleged breaches of discipline and required to attend a disciplinary interview. The employee will be provided as soon as reasonably practicable, with a notice containing written reasons for dismissal, the date on which employment will or has terminated and the right of appeal.

## 26.10 Gross Misconduct

Offences falling under this section are so serious that an employee who commits them may immediately be dismissed without notice or wages in lieu of notice.

The following list contains examples of misconduct covered by this heading, but it is not intended to be exhaustive or exclusive:

1. Fighting with or assault on another employee or customers of the Company.
2. Theft.
3. Serious infringement of the Company's safety regulations and requirements likely to endanger oneself or ones colleagues.
4. Serious damage to Company premises or equipment whether intentional or through gross carelessness or negligence.
5. Fraudulent timekeeping or deliberate fabrication of records.
6. At any time whilst at work or reporting for duty, being under the influence of drugs, alcohol or other substances in breach of the terms of the Company's zero tolerance Drugs and Alcohol Policy.
7. Sexual or racial harassment of other employees.
8. Other serious misconduct which in the Company's opinion is likely to damage the reputation of the Company.

Some acts of gross misconduct may involve prosecution or civil action as well as dismissal action. All allegations of gross misconduct will be outlined to the employee and thoroughly investigated by the Company. A disciplinary hearing will be held at which detailed allegations will be presented to the employee and the employee will be given an opportunity to respond. If it is felt appropriate the employee may be suspended on full pay pending the results of any investigation and the disciplinary hearing.

The Company will then determine the action to be taken. Confirmation of any dismissal will be made in writing to the employee. The employee will be provided as soon as reasonably practicable, with a notice containing written reasons for dismissal, the date on which employment will terminate and the right of appeal.

### 26.11 Right of Appeal

When an employee has been notified of a disciplinary decision he or she may appeal. Notification of the appeal must be made in writing and sent to a Director within three working days of the initial decision.

The employee will be invited to a meeting to discuss the appeal, although the appeal meeting need not take place before the disciplinary decision or dismissal takes effect. If the employee fails to attend the meeting, the Company may proceed in his or her absence. Where possible, the appeal meeting will be held with a more senior manager than was present at the disciplinary meeting.

The decision at the appeal is final.

## 27. Grievance Procedure Introduction

This procedure will apply to all employees of Guardian Electrical Compliance Ltd (the "Company"). It does not form part of any individual employee's contract of employment.

The aim of the Company in producing this procedure is to ensure that employees who have a grievance or complaint relating to their employment, or the way in which they are or have been treated, or about the conduct or work of another member of staff, have an opportunity to air that grievance so that any problems can be resolved.

### 27.1 Principles

1. All grievances or complaints will be fully investigated, and all relevant facts established.
2. The employee will receive reasonable notification of the date of any grievance hearings.
3. At every stage of the procedure the employee will have the right to be accompanied by a work colleague or trade union representative.
4. An employee will have the right to appeal against the outcome of any grievance hearing.
5. The employee may implement the grievance procedure at any stage.
6. Minor grievances may be dealt with informally by the employee, by discussing the matter with their line manager. Where the matter is more serious the formal procedure should be followed.

### 27.2 Procedure for Employees

Employees who wish to raise a grievance must follow the procedure set out as follows:

### 27.3 Statement of Grievance

Employees must inform the Company of any grievances in writing.

## 27.4 Grievance Meeting

The employee will then be invited to a meeting. The employee must take all reasonable steps to attend the meeting and may request to have a work colleague or trade union representative present. If the employee fails to attend the Company may proceed with the meeting in the employee's absence.

At the meeting, the grievance will be discussed, and the employee will be given the opportunity to present their case. Where the grievance concerns or relates to other members of staff, the person dealing with it may need to talk to those members of staff. It may also be necessary for the member(s) of staff concerned to attend the grievance meeting.

After the meeting, the employee will be informed of the decision made and notified of the right to appeal.

## 27.5 Appeal

When an employee has been notified of the outcome of a grievance he or she may appeal. Notification of the appeal must be made in writing and sent to a Director within three working days of the initial decision.

The employee will be invited to a meeting to discuss the appeal. The employee must take all reasonable steps to attend the appeal hearing and may request to have a work colleague or trade union representative present. If the employee fails to attend the Company may proceed with the hearing in the employee's absence. Where possible, the appeal meeting will be held with a more senior manager than was present at the grievance meeting.

The decision at the appeal is final.

## 28. Employee Administration

For a variety of reasons and for administrative efficiency, it is most desirable that Employee details are kept up to date.

Employees are assured that this information is kept confidential and it is not released to other parties without good reason (e.g. if required by the police in the event of serious injury or death in a road accident).

Any changes in information should be passed to the Line Manager which will include:

- Change in marital status (e.g. Marriage, Widowing etc.).
- Change of name by marriage or in other circumstances.
- Change of home address and / or home telephone number.
- Change of next of kin.
- Change in person/s additional to next of kin to be notified in case of emergency.
- Changes of address or telephone number of next of kin or person to be notified in case of emergency.
- Registration of disablement.
- Gaining of academic success and / or a professional qualification.

The General Data Protection Regulations 2018 will apply to all additional personal information provided – see Clause 24.3.

In accordance with the Company's Prevention of Illegal Working Policy referred to in the Appendix, Employees will have their passports checked at Induction to ensure that the Company is complying with current Employment legislation.

## 29. Environmental and Sustainability Policy

Notwithstanding the limited Environmental impact of the Company's activities, in accordance with the Company's Environmental and Sustainability Policy referred to in the Appendix all Employees are required to make every endeavour to conserve energy, eliminate waste and contribute to the Company's endeavours to comply with current legislation.

Areas in which Employees can be particularly effective include:

- Avoid unnecessary car journeys
- Defensive driving which includes driving in an economical manner
- Electronic communication rather than use of paper
- Recycle where possible all materials in accordance with provisions in Head Office and on Client's sites.

## 30. Health Surveillance

As responsible Employers we have an obligation to take note of and monitor the present and future health condition of our employees even. This surveillance may include employees undergoing medical checks.

Health information is collated by means of an on-line completion of a standard electronic form which provides a self-assessment check and declaration completed by the Employee.

The purpose of the form is to ascertain the current health status of individuals. This will inform our decisions as to what we ask individuals to do and where etc. It will enable us to best assist persons in the future if they require it.

In accordance with GDPR requirements the information will not be misused in any way. It will be retained in a private, secure and confidential file which will only be accessed by authorised persons for the purposes of medical assessment only.

Although from time to time clients require us to give evidence of our employees' fitness for work, your data will not be passed on to them or any other third party without your express permission

## 31. Amendments to Staff Rules

These Staff Rules will be reviewed annually or when circumstances dictate, should any changes be made to the guidance notes then Employees will be notified of the changes within 1 month and issued with amended guidance notes.

The below listed documents are available on our website -  
<https://www.guardianreports.co.uk/clients/docs/default.aspx>

Schedule of Collateral Policy Documents (as at time of current issue of Staff Rules):

- Asbestos Health and Safety Policy
- Corporate Responsibility
- General Data Protection Policy
- Data Security Policy
- Site Data Storage and Backup Policy
- Disclosure Barring Service Policy
- Disabled Persons Policy
- Driving at Work Policy
- Driving at Work Risk Assessment
- Drugs and Alcohol Policy
- Smoke Free Premises and Vehicle Policy
- Environmental and Sustainability Policy
- Equality and Diversity Policy
- Health and Safety Policy
- Prevention of Illegal Working Policy
- Quality Policy
- Training and Development Policy
- Site Data Storage and Backup policy