



RULES OF EMPLOYMENT

Breach of the following Rules, constitutes misconduct for an employee under their Contract of Employment with the Company.

1. Timekeeping

(a) **Site Staff** are required to attend site to the following hours.

Start Time: 07.45 a.m. - Finish Time: 4.30 p.m. Monday Thursday

Start Time: 07.45 a.m. - Finish Time: 3.30 p.m. Friday

Morning Break: 10.00 a.m. - 10.20 a.m. **(n.b.)** working rule agreement is 15 mins

Lunch Break: 1.00 p.m. - 1.30 p.m. **(n.b.)** breaks are unpaid

Requests by Management to work overtime shall not be unreasonably rejected.

(b) **Office Staff & Site Management** - timekeeping is as per their individual Contracts of Employment.

Any employee persistently not complying with their contracted timekeeping will be disciplined.

2. Absence

All employees are required to give as much notice as possible to their Supervisor or Management if they are going to be absent. If due to illness or unforeseen reasons, arrangements should be made by telephone as soon as practicable to inform the Company regarding any absence that has occurred and the likely period that the absence would extend. Also, if absence is to be further prolonged, again notice should be given as soon as possible. Persistent Absence without a good reason will be deemed to be misconduct.

3. Holidays

Requisitions for Annual Holidays to be taken must be submitted in writing at least one month notice to be lodged at the Company's office for the attention of our Office Manager, Michelle Harris and Managing Director, Ian Hawkins.

4. Health & Safety

All personnel are to comply with protective clothing and equipment and to comply with Health & Safety Regulations and Legislation.

5. Productivity

The Company expects reasonable productivity as a minimum and repeated poor productivity will be recorded in the Company's conduct book.

Examples of poor productivity

- Employee who does not immediately act upon instructions given by their supervisor
- Un-necessarily wanders away from the area of their designated workstation.
- Repeatedly talking and distracting other work colleagues with topics unrelated to their work.

6. Standards of Work

Our Company is dedicated to quality. A good standard of work is expected of all Management and Employees alike. Poor standards will be addressed and recorded in the Company's conduct book. Repeated deficiencies in standards of work will result in Management following the Company's Disciplinary Procedure.

An example of poor standards of work would be workmanship not complying with British Standards or Codes of Practice.

7. Personal Appearance

All personnel are expected to turn up for work in a presentable condition to uphold the good image of the company. It should also be noted that Company overalls are available.

8. Use of Company Facilities

The misuse of company facilities will constitute a misconduct i.e. unauthorised use of company telephones, e-mail, internet, fax, vehicles, transport etc. Only authorised persons to use company transport and any personnel driving company transport are expected to lodge a copy of a current Driving License to qualify for vehicles as appropriate.

9. Non-Discrimination

The Company has an Equal Opportunities Policy and all personnel are expected to strictly comply with it.



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10. Smoking

The Company has a No Smoking Policy in its Head Office, all Sites and in Company vehicles. Smoking can only take place in designated areas as approved by Management and only during break periods. Any persons caught persistently abusing this Policy will be disciplined.

11. Mobile Phones

The use of personal mobile phones for personal use during working hours is banned. If any employees are to be contacted in an emergency, then Site telephone numbers and site mobile phone numbers may be referred to for emergency use only, including the Company Head Office telephone number. Any

persons caught repeatedly flouting this rule will be disciplined.

12. Care of Plant, Machinery Tools and Vehicles

Any employee operating any plant machinery or vehicles is responsible for its correct and safe operation and must take all reasonable steps to ensure that the servicing thereof is correctly attended to.

13. Return of Plant, Machinery and Tools

Any item of plant, machinery and tools or equipment being utilised by employees, whether hired or company owned then employees must ensure that their Supervisor is made aware when its use is terminated in order to avoid continued hire charges or unnecessary redundancy of that equipment.

The above Rules are not necessarily an exhaustive list.

N.B: Contravention of the above Rules will result in a record being entered in the Company conduct book and may result in the employee concerned being found in a position where Management may take steps for disciplinary action in accordance with the Company's Disciplinary Procedures.

RULES OF EMPLOYMENT COVERING GROSS MISCONDUCT

The following is not necessary an exhaustive list but the main criteria are as follows:

1. Theft.
2. Wilfully connecting to or downloading to a pornographic site on the internet or making calls to telephone chat lines.
3. Fraud, including fraudulently miss-appropriating hours of work claimed on a work timesheet.
4. Insubordination to a manager, including the use of foul profane language to a manager or client.
5. Consumption of alcohol or drugs in the workplace and/or turning up to work under the influence of alcohol or drugs.
6. Gross negligence or breach of health and safety.
7. Negligently turning out bad or poor workmanship that may or has resulted in a substantial cost to the Company or to the Company's good reputation.
8. Vandalism (including unauthorised removal or defacing of any label sign or warning device).
9. Unauthorised removal of any item of First Aid or safety equipment.
10. Misuse of chemical, inflammable or hazardous substances or toxic materials.
11. Smoking whilst handling flammable substances or smoking in an area of fire risk, i.e. joinery shop or Client's premises.
12. Fighting, bullying or harassment.
13. Horseplay or performing practical jokes which could cause accidents.
14. Making false statements in anyway deliberately interfering with evidence following an accident or dangerous occurrence.

N.B. Any "Gross Misconduct" will place the employee concerned in a position that may warrant summary dismissal as outlined in paragraph 7 of the Company's Disciplinary Procedure.



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DISCIPLINARY PROCEDURE

1. Purpose of the procedure

The Company's aim is to encourage improvement in individual conduct and performance. This procedure sets out the action which will be taken when Company rules are breached. Any employee of the Company is at liberty to make any comments or suggestions to change or improve the rules and procedures and should take these issues up with the Managing Director, Mr. Ian Hawkins.

This procedure is applicable to **all** employees of the Company.

2. Principles

An employee may be subject to disciplinary action for a breach of the Company Rules or any other form of misconduct.

If you are subject to a disciplinary action: -

- the procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated;
- at every stage you will be advised of the nature of the complaint, be given the opportunity to state your case and be represented or accompanied by a fellow employee of your choice;
- you will not be dismissed for a first breach of discipline except in the case of gross misconduct, when the penalty will normally be dismissal without notice and without pay in lieu of notice;
- you have a right to appeal against any disciplinary action taken against you;
- the procedure may be implemented at any stage if your alleged misconduct warrants such action;
- if you request, you have the right to be accompanied at a disciplinary hearing by a fellow worker or trade union official;
- all information in the procedure will be kept confidential;
- all employees will be given the chance to have their say before Management reaches a decision;
- Management will always investigate fully before any disciplinary action is taken.

3. Informal discussions

Before taking formal disciplinary action, your supervisor will make every effort to resolve the matter by informal discussions with you. Only where this fails to bring about the desired improvement should the formal disciplinary procedure be implemented.

4. First warning (Stage 1)

If conduct or performance is unsatisfactory, the employee will be given a written warning or performance note. Such warnings will be recorded, but disregarded after 7 months of satisfactory service. The employee will also be informed that a final written warning may be considered if there is no sustained satisfactory improvement or change. (Where the first offence is sufficiently serious, for example, because it is having, or is likely to have, a serious harmful effect on the organisation, it may be justifiable to move directly to a final written warning.)

5. Final written warning (Stage 2)

If the offence is serious or there is no improvement in standards, or if a further offence of a similar kind occurs; a final written warning will be given which will include the reason for the warning and a note that if no improvement results action at Stage 3 will be taken.

Dismissal or action short of dismissal. If the conduct or performance has failed to improve, the employee may suffer demotion, disciplinary transfer, loss of seniority (as allowed in the contract) or dismissal.

6. Statutory discipline and dismissal procedure (Stage 3)

If an employee faces dismissal - or action short of dismissal such a loss of pay or demotion - the minimum statutory procedure will be followed. This involves:

- step one: a written note to the employee setting out the allegation and the basis for it. The employee will be invited to a meeting and explaining that the employee has a Statutory right to be accompanied by a fellow employee or Trade Union Official.



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step two: a meeting to consider and discuss the allegation and after the meeting the employee will be informed of the decision.

step three: a right of appeal including an appeal meeting.

N.B. Steps 1, 2 and 3 above will be applied to all stages above i.e. First warning (Stage 1), Final written warning (Stage 2) and Statutory Discipline and Dismissal Procedure (Stage 3)
The employee will be reminded of their right to be accompanied.

7. Gross misconduct

If, after investigation, it is confirmed that an employee has committed an offence as listed under the Company's Rules governing "Gross Misconduct" the normal consequence will be dismissal without notice or payment in lieu of notice.

While the alleged gross misconduct is being investigated, the employee may be suspended, during which time he or she will be paid their normal pay rate. Any decision to dismiss will be taken by the employer only after full investigation.

8. Appeals

If you wish to appeal against any disciplinary decision, you must appeal, in writing, within five working days of the decision being communicated to you to Mr. Ian Hawkins, Managing Director. If possible a senior manager who was not involved in the original disciplinary action will hear the appeal and decide the case as impartially as possible.

GRIEVANCE PROCEDURE

1. Introduction

It is the Company's policy to ensure that employees with a grievance relating to their employment can use a procedure which can help to resolve grievances as quickly and as fairly as possible.

2. Informal discussion

If you have a grievance about your employment, you should discuss it informally with your immediate supervisor. We hope that the majority of concerns will be resolved at this stage.

3. Stage 1

If you feel that the matter has not been resolved through informal discussions, you should put your grievance in writing to your immediate supervisor. The supervisor must give a response within five working days in an endeavour to resolve the matter.

4. Stage 2

If the matter is not resolved, you may raise the matter, in writing, with Ian Hawkins the managing Director, who must give a response within five working days and you will be invited to a meeting to discuss the grievance. You may be represented or accompanied at this meeting by a fellow worker of your choice or by a union official.

5. Stage 3

If the matter is not resolved to your satisfaction, you should put your grievance in writing to Mr. Ian Hawkins, Managing Director. You will be entitled to have a meeting with the Managing Director to discuss the matter. The Managing Director will give his decision within seven working days of the grievance being received.

The Managing Director's decision is final.

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Note: Changes to this document from original issued as a handbook to all Employees are as follows:

Managing Director changed to Mr. Ian Hawkins.