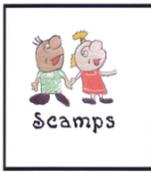


SCAMPS EMPLOYEE HANDBOOK

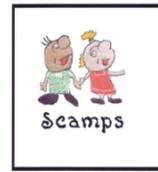


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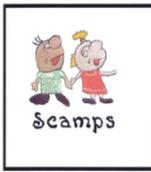
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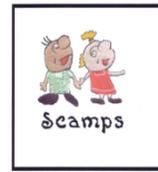
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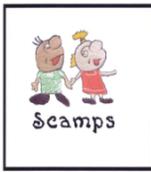
CONFIDENTIAL INFORMATION

SCAMPS operates a strict policy with regard to confidential information. You must not use, divulge or communicate to any person, firm or organisation (except in the proper course of your duties during your employment by SCAMPS) any of the trade secrets or other confidential, technical or commercial information of SCAMPS relating to the business, organisation, accounts, analysis or other affairs of SCAMPS which you may have received or obtained or which has come to your knowledge while working for SCAMPS . Confidential information includes:

1. Any information relating to the trading position, business, products, services, affairs and finances of SCAMPS including (but not limited to) marketing information and plans, market opportunities, product lists, SCAMPS 's financial information, results and forecasts, manpower or expansion plans, the remuneration and benefits paid to SCAMPS 's employees and officers, lists of suppliers, agents, consultants, distributors, clients or customers and their needs and requirements, the terms of business with them and the fees and commissions charged to or by them, information relating to prospects and tenders contemplated, offered or undertaken by SCAMPS and any other matters connected with the products or services manufactured, marketed, provided or obtained by SCAMPS .
2. Technical data and know-how relating to the business of SCAMPS or any of its suppliers, agents, consultants, distributors, clients or customers including (but not limited to) product designs and specifications, product lists, ideas, inventions, drawings and plans, research and development, manufacturing processes, techniques, formulae, trade secrets, computer systems and software, costs, margins, prices, production and business methods, business plans and forecasts and any other technical matters connected with the products or services manufactured, marketed, provided or obtained by SCAMPS .
3. Any incident or investigation relating to SCAMPS 's operations or business, or confidential reports or research commissioned by or provided to SCAMPS .
4. Any document or item marked as confidential or which you are told is confidential and any information which is given to SCAMPS in confidence by suppliers, agents, consultants, distributors, clients, customers or other persons.

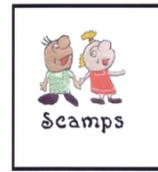
In particular, you must not without the prior written consent of SCAMPS , permit any confidential information:

1. To be disclosed, divulged or communicated, whether directly or indirectly, to any third party (including to any other employee or officer of SCAMPS), except to those authorised by SCAMPS to know or as required by law; or
2. To be copied or reproduced in any form or to be commercially exploited in any way; or
3. To be used for your own purposes or for any purposes other than those of SCAMPS or to be used or published by any other person; or



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4. To be transferred to your own personal e-mail account, regardless of your proposed reasons for doing so; or
5. To pass outside your control.

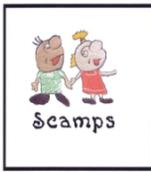
You must inform SCAMPS immediately upon becoming aware, or suspecting, that a third party knows or has used any of SCAMPS 's confidential information.

This restriction will continue to apply after the termination of your employment but will cease to apply to any information which may come into the public domain through disclosure by SCAMPS or otherwise than as a result of direct or indirect disclosure by you in breach of the terms of this provision.

All confidential information is the property of SCAMPS and you must hand all documents containing confidential information (and any copies) over to SCAMPS on the termination of your employment or, at the request of SCAMPS, at any time during your employment (see also the section on ***Use and Return of SCAMPS Equipment in your contract***). For this purpose, the term 'documents' includes computer discs, memory sticks, portable hard drives and all other materials capable of storing data and information. If required by SCAMPS under the terms of this provision, you will also give a written undertaking that all confidential information has been duly returned to SCAMPS or permanently deleted or destroyed.

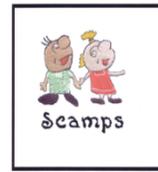
The wrongful disclosure of confidential information or other breach of confidentiality is a disciplinary offence and will be dealt with under SCAMPS 's disciplinary procedure. Depending on the seriousness of the offence, it may amount to gross misconduct and could result in your summary dismissal.

Nothing in this section shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998, provided always that the disclosure is made in accordance with the provisions of that Act (see the section on ***Disclosures in the Public Interest***).



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DATA PROTECTION

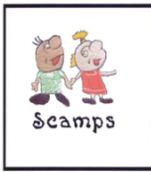
In the course of your work you may come into contact with or use confidential information about employees, clients, customers and suppliers, for example their names and home addresses.

The Data Protection Act 1998 contains principles affecting employees' and other personal records. Information protected by the Act includes not only personal data held on computer but also certain manual records containing personal data, for example employee personnel files that form part of a structured filing system. The purpose of these rules is to ensure you do not breach the Act. If you are in any doubt about what you can or cannot disclose and to whom, do not disclose the personal information until you have sought further advice from SCAMPS's Data Protection Officer. Contact your line Manager for further information. You should be aware that you can be criminally liable if you knowingly or recklessly disclose personal data in breach of the Act. A serious breach of data protection is also a disciplinary offence and will be dealt with under SCAMPS's disciplinary procedure. If you access another employee's personnel records without authority, this constitutes a gross misconduct offence and could lead to your summary dismissal.

The data protection principles

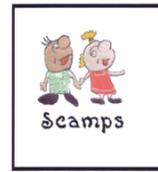
There are eight data protection principles that are central to the Act. SCAMPS and all its employees must comply with these principles at all times in their information-handling practices. In brief, the principles say that personal data must be:

1. Processed fairly and lawfully and must not be processed unless certain conditions are met in relation to personal data and additional conditions are met in relation to sensitive personal data. The conditions are either that the employee has given consent to the processing, or the processing is necessary for the various purposes set out in the Act. Sensitive personal data may only be processed with the explicit consent of the employee and consists of information relating to:
 - o Race or ethnic origin.
 - o Political opinions and trade union membership.
 - o Religious or other beliefs.
 - o Physical or mental health condition.
 - o Sexual life.
 - o Criminal offences, both committed and alleged.
2. Obtained only for one or more specified and lawful purposes, and not processed in a manner incompatible with those purposes.
3. Adequate, relevant and not excessive. SCAMPS will review personnel files on a regular basis to ensure they do not contain a backlog of out-of-date information and to check there is a sound business reason requiring information to continue to be held.



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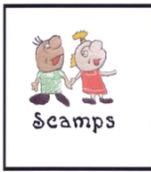
4. Accurate and kept up-to-date. If your personal information changes, for example you change address or you get married and change your surname, you must inform your line manager as soon as practicable so that SCAMPS's records can be updated. SCAMPS cannot be held responsible for any errors unless you have notified SCAMPS of the relevant change.
5. Not kept for longer than is necessary. SCAMPS will keep personnel files for no longer than six years after termination of employment. Different categories of data will be retained for different time periods, depending on legal, operational and financial requirements. Any data that SCAMPS decides it does not need to hold for a period of time will be destroyed after approximately one year. Data relating to unsuccessful job applicants will only be retained for a period of one year.
6. Processed in accordance with the rights of employees under the Act.
7. Secure. Technical and organisational measures will be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, data. Personnel files are confidential and are stored in locked filing cabinets. Only authorised employees are permitted to have access to these files. Files must not be removed from their normal place of storage without good reason. Personal data stored on diskettes or other removable media must be kept in locked filing cabinets. Personal data held on computer must be stored confidentially by means of password protection, encryption or coding and again only authorised employees are permitted to have access to that data. SCAMPS has network back-up procedures to ensure that data on computer cannot be accidentally lost or destroyed.
8. Not transferred to a country or territory outside the European Economic Area unless that country ensures an adequate level of protection for the processing of personal data.

Your consent to personal information being held

SCAMPS holds personal data about you and your consent to SCAMPS processing your personal data is a condition of your employment. Therefore, by agreeing to your contract of employment, you also agree to your personal data being held and processed. SCAMPS also holds limited sensitive personal data about its employees and, by signing your contract of employment, you give your explicit consent to SCAMPS's holding and processing that data, for example sickness absence records, health needs and equal opportunities monitoring data.

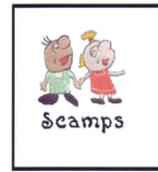
Your right to access personal information

Under the provisions of the Act, you have the right on request to receive a copy of the personal data that SCAMPS holds about you, including your personnel file to the extent that it forms part of a relevant filing system, and to demand that any inaccurate data be corrected or removed. You have the right on request:



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- To be told by SCAMPS whether and for what purpose personal data about you is being processed.
- To be given a description of the personal data and the recipients to whom it may be disclosed.
- To have communicated in an intelligible form the personal data concerned, and any information available as to the source of the personal data.
- To be informed of the logic involved in computerised decision-making.

Upon request, SCAMPS will provide you with a written statement regarding the personal data held about you. This will state all the types of personal data SCAMPS holds and processes about you and the reasons for which the data is processed. If you wish to access a copy of any personal data being held about you, you must make a written request for this and SCAMPS reserves the right to charge you a fee of up to £10 per request. To make a request, please apply to SCAMPS's Data Protection Officer.

If you wish to make a complaint that these rules are not being followed in respect of personal data SCAMPS holds about you, you should raise the matter with a SCAMPS Senior Manager or Director. If the matter is not resolved to your satisfaction, it may then be raised as a formal grievance under SCAMPS's grievance procedure.

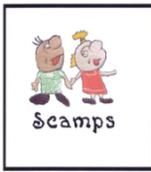
Your obligations in relation to personal information

You should ensure you comply with the following guidelines at all times:

- Do not give out confidential personal information except to the data subject himself or herself. In particular, it should not be given to someone from the same family or to any other unauthorised third party unless the data subject has given his or her explicit consent to this.
- Be aware that those seeking information sometimes use deception in order to gain access to it. Always verify the identity of the data subject and the legitimacy of the request, particularly before releasing personal information by telephone.
- Only transmit personal information between locations by fax or e-mail if a secure network is in place, for example, a confidential fax machine or encryption is used for e-mail.
- If you receive a request for personal information about another employee, you should forward this to a SCAMPS's Senior Manager or Director, who will be responsible for dealing with such requests.
- Ensure any personal data you hold is kept securely, either in a locked filing cabinet or, if computerised, it is password protected.
- Compliance with the Act is your responsibility. If you have any questions or concerns about the interpretation of these rules, you should take this up with SCAMPS's Data Protection Officer.

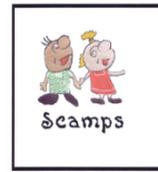
In this organisation, the names of SCAMPS Senior Managers responsible for data protection are:

Tara Hageen, Debbie Cetra, Christine Westley.



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DISCLOSURE IN THE PUBLIC INTEREST

The Public Interest Disclosure Act 1998 protects workers who raise legitimate concerns about specified matters from being dismissed by SCAMPS or from being subjected to detrimental treatment or victimised by either SCAMPS or work colleagues as a result, provided certain criteria are met. The Act makes provision about the kinds of disclosure which may be protected, the circumstances in which such disclosures are protected and the persons who may be protected. This policy is intended to comply with the Act by encouraging workers to make disclosures about fraud, misconduct, bribery or other wrongdoing to SCAMPS, without fear of reprisal, so that problems can be identified, dealt with and resolved quickly.

SCAMPS's policy is to support workers who raise protected disclosures. Workers must not victimise, subject to detrimental treatment or retaliate against a worker who has made a protected disclosure.

Workers are protected provided they reveal information of the right type (known as a 'qualifying disclosure') and they reveal that information to the right person and in the right way (known as making a 'protected disclosure').

Qualifying disclosures

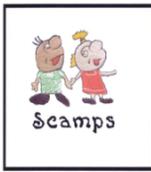
Certain kinds of disclosure qualify for protection. These are disclosures of information which you reasonably believe are made in the public interest and tend to show one or more of the following relevant failures is either happening now, took place in the past, or is likely to happen in the future:

- A criminal offence, including offences such as theft, fraud or acts of bribery.
- The breach of a legal obligation.
- A miscarriage of justice.
- A danger to the health and safety of any individual.
- Damage to the environment.
- Deliberate covering up of information tending to show any of the above five matters.

Only disclosures of information that fall within one or more of these six categories qualify for protection.

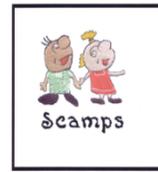
The belief held by the worker must be reasonable, but it need not be correct. It might be discovered subsequently that the worker was in fact wrong or mistaken in their belief, but they must show that it was a reasonable belief to hold in the circumstances at the time of disclosure.

The worker must also reasonably believe that their disclosure is made in the public interest. It will therefore not include disclosures which can properly be characterised as being of a personal rather than a wider public interest, for example a disclosure about a breach of the terms of an employee's own contract of employment.



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Protected disclosures

For a qualifying disclosure to be a protected disclosure, a worker needs to make it to the right person and in the right way. There are a number of methods by which workers can make a protected disclosure, but SCAMPS always encourages all workers to raise any disclosure internally in the first instance.

Workers are protected if they make a qualifying disclosure to either:

- SCAMPS, or;
- Where they reasonably believe that the relevant failure relates solely or mainly to the conduct of a person other than SCAMPS or any other matter for which a person other than SCAMPS has legal responsibility, to that other person.

Workers are encouraged to raise any qualifying disclosures that they may have by following the disclosure procedure set out below.

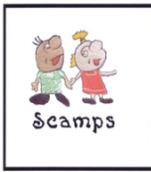
If the concern relates to a breach of the employee's own contract of employment, they should use SCAMPS's grievance procedure instead as these types of disclosure are not made in the public interest and are therefore not covered by this policy.

The disclosure procedure

This procedure applies to all permanent and temporary employees. In addition, third parties such as agency workers, consultants and contractors and any others who perform functions in relation to SCAMPS are encouraged to use it.

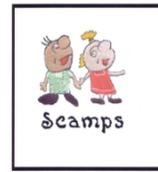
If you wish to make a qualifying disclosure, you should follow the following steps:

1. In the first instance, report the situation in writing to your line manager. If you do not wish to contact your line manager or you reasonably believe your line manager to be involved in the wrongdoing, you can instead contact an alternative manager or the HR Department.
2. Such disclosures should be made promptly so that investigation may proceed and any action taken expeditiously.
3. All qualifying disclosures will be treated seriously. The disclosure will be promptly investigated and, as part of the investigatory process, you will be interviewed and asked to provide a written witness statement setting out the nature and details of your disclosure and the basis for it. Confidentiality will be maintained during the investigatory process to the extent that this is practical and appropriate in the circumstances. However, in order to effectively investigate a disclosure, SCAMPS must be able to determine the scope of the investigation and the individuals who should be informed of or interviewed about the disclosure. SCAMPS reserves the right to arrange for another manager to conduct the investigation other than the manager with whom you raised the matter.



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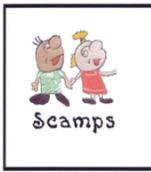
4. Once the investigation has been completed, you will be informed in writing of the outcome and SCAMPS's conclusions and decision as soon as possible. SCAMPS is committed to taking appropriate action with respect to all qualifying disclosures which are upheld.
5. You will not be penalised for raising a qualifying disclosure even if it is not upheld, unless your complaint was both untrue and made with malice.
6. Once SCAMPS's conclusions have been finalised, any necessary action will be taken. This could include either reporting the matter to an appropriate external government department or regulatory agency and/or taking internal disciplinary action against relevant members of staff. If no action is to be taken, the reasons for this will be explained to you.
7. If, on conclusion of the above stages, you reasonably believe that appropriate action has not been taken, you may then report the matter to the proper authority in good faith. The legislation sets out a number of prescribed external bodies or persons to which qualifying disclosures may be made. However, SCAMPS always encourages you to raise your concerns directly in the first instance, rather than externally. This enables issues to be dealt with promptly and speedily.

Whilst SCAMPS encourages you to use this procedure to raise your concerns, you are of course free to raise them using SCAMPS's grievance procedure instead (see the section **Grievance Procedure**).

General principles

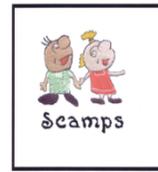
Be aware of the importance of eliminating fraud, misconduct, bribery or other wrongdoing at work. Report anything you become aware of that is illegal or unlawful.

- You will not be victimised, subjected to a detriment or dismissed for making a protected disclosure under this procedure.
- Victimisation of a worker, or subjecting them to any form of detrimental treatment or retaliation (including bullying and harassment), for raising a protected disclosure under this procedure will not be tolerated by SCAMPS, is a disciplinary offence and, where appropriate, will be dealt with under SCAMPS's disciplinary procedure. Depending on the seriousness of the offence, it may amount to potential gross misconduct and could result in your summary dismissal or termination of engagement.
- You should be aware that you can also be held personally liable for any act of victimisation or detrimental treatment of a worker on the ground that they made a protected disclosure.
- You should immediately draw the attention of your line manager to suspected cases of victimisation or detrimental treatment related to either yourself or another worker having made a protected disclosure.
- Covering up someone else's wrongdoing is also a disciplinary offence. Never agree to remain silent about a wrongdoing, even if told to do so by a person in authority such as your line manager.
- Your right to make a protected disclosure under this procedure overrides the provisions in the



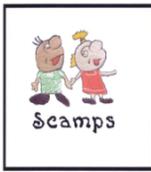
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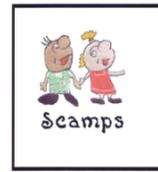
section on ***Confidential Information***.

- Finally, maliciously making a false allegation is a disciplinary offence.



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ELECTRONIC AND TELEPHONIC COMMUNICATIONS

Computer misuse

Some employees have access to computers at work for use in connection with SCAMPS's business. Employees who are discovered unreasonably using SCAMPS's computers for personal and private purposes will be dealt with under SCAMPS's disciplinary procedure.

Vandalism of, or otherwise intentionally interfering with, SCAMPS's computer network constitutes a gross misconduct offence and could render the employee liable to summary dismissal under SCAMPS's disciplinary procedure.

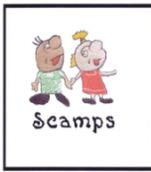
Email and the internet

Some employees also have access to e-mail and the internet for use in connection with SCAMPS's business and as part of the normal execution of their job duties. The purpose of these rules is to protect SCAMPS's legal interests. Unregulated access increases the risk of employees inadvertently forming contracts through e-mail and increases the opportunity for wrongful disclosure of confidential information. In addition, carelessly worded e-mail can expose SCAMPS to an action for defamation for libel. As such, e-mail to clients, customers and suppliers must follow SCAMPS's designated house style, which will be supplied to authorised users. Failure to follow house style is a disciplinary matter and will be dealt with under SCAMPS's disciplinary procedure. E-mail should not be used for unsolicited correspondence or marketing campaigns and employees may not commit SCAMPS financially by e-mail unless they have been granted a specific level of delegated authority to do so.

Employees who are authorised users are only permitted to surf the internet for personal and private use, log on to social networking and video web sharing websites such as facebook, My Space, Bebo, Twitter and You Tube or use SCAMPS's IT systems to keep a personal weblog ("blog") at designated times during the day. The designated times are either before or after normal working hours and during any lunch break. SCAMPS reserves the right to restrict access to social networking and video sharing websites at any time.

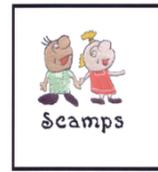
Further, employees who are authorised users are not permitted to spend excessive time "chatting" by e-mail for personal and private purposes. Employees are also prohibited from using e-mail to circulate any non business material. Excessive time spent online leads to loss of productivity and constitutes an unauthorised use of SCAMPS's time. In addition, sexist, racist or other offensive remarks or jokes sent by e-mail are capable of amounting to harassment under the terms of SCAMPS's Anti-Harassment Policy and will be dealt with accordingly.

Logging on to sexually explicit websites or the downloading and/or circulation of pornography or obscene material or using the internet for gambling or illegal activities constitutes potential gross misconduct and could render the employee liable to summary dismissal under SCAMPS's disciplinary procedure.



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When logging on to and using social networking and video sharing websites and blogs at any time employees must not;

- Publicly identify themselves as working for SCAMPS, make reference to SCAMPS or provide information from which others can ascertain the name of SCAMPS
- Conduct themselves in a way that is detrimental to SCAMPS or brings SCAMPS into disrepute.
- Use their work e-mail address when registering on such sites.
- Allow their interaction on these websites or blogs to damage working relationships between employees and clients of SCAMPS.
- Include personal information about SCAMPS's employees, suppliers, customers or clients without the express consent (an employee may still be liable even if employees, suppliers, customers, or clients are not expressly named in the websites or blogs as long as SCAMPS reasonably believes they are identifiable.)
- Make any derogatory, offensive or defamatory comments about SCAMPS, its employees, suppliers, customers, or clients (an employee may still be liable even if SCAMPS, its employees, suppliers, customers or clients are not expressly named in the websites or blogs as long as SCAMPS reasonably believes they are identifiable).
- Disclose any confidential information belonging to SCAMPS or its suppliers, customers, or clients or any information which could be used by a competitor.

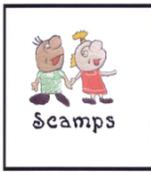
Employees who are discovered contravening these rules may face serious disciplinary action, upto and including summary dismissal for potential gross misconduct, under SCAMPSs disciplinary procedure.

SCAMPS reserves the right to deny, remove or limit e-mail and/or internet access to or from any employee who contravenes these provisions.

SCAMPS also reserves the right to monitor your e-mails and use of the internet, both during routine audits of the computer system and in specific cases where a problem relating to excessive or unauthorised use is suspected. The purposes for such monitoring are:

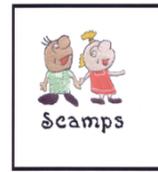
- To promote productivity and efficiency.
- For security reasons.
- To ensure there is no unauthorised use of SCAMPS's time e.g. that you have not been using e-mail to send or receive an excessive number of personal communications.
- To ensure the smooth running of the business if you are absent for any reason and communications need to be checked.
- To ensure that inappropriate websites are not being accessed by employees.
- To ensure that there is no breach of commercial confidentiality.
- To ensure that all employees are treated with respect, by discovering and eliminating any material that is capable of amounting to unlawful harassment.

When monitoring e-mails, SCAMPS will, save in exceptional circumstances, confine itself to looking at the address and heading of the e-mails. However, where circumstances warrant it, SCAMPS may open e-mails and access the actual content. Employees should mark any personal e-mails as such and encourage those who send them to do the same. SCAMPS will avoid, where possible, opening e-mails



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020 8943 9313 enquiries@scampsteddington.co.uk



clearly marked as private or personal.

Communications of a sensitive or confidential nature should not be sent by e-mail because it is not guaranteed to be private.

SCAMPS reserves the right to deny or remove e-mail or internet access to or from any employee.

Computer software, games and viruses

SCAMPS licences the use of computer software from a variety of outside companies. SCAMPS does not own this software and, unless authorised by the software developer, neither SCAMPS nor any of its employees have the right to reproduce it. To do so constitutes an infringement of copyright. Contravention is a disciplinary matter and will be dealt with in accordance with SCAMPS's disciplinary procedure.

SCAMPS's computer network makes it vulnerable to viruses. Therefore, only duly authorised personnel have the authority to load new software onto the network system. Even then, software may be loaded only after having been checked for viruses by authorised personnel. Any employee found to be contravening this will face disciplinary action under SCAMPS's disciplinary procedure.

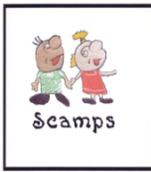
You may only access any computer games that are on the network outside your normal working hours.

Telephone misuse

SCAMPS's telephone lines are for the exclusive use by employees in connection with SCAMPS's business. Whilst SCAMPS will tolerate essential personal telephone calls concerning an employee's domestic arrangements, excessive use of the telephone for personal calls is prohibited. This includes lengthy, casual chats and calls at premium rates. Not only does excessive time engaged on personal telephone calls lead to loss of productivity, it also constitutes an unauthorised use of SCAMPS's time. If SCAMPS discovers that the telephone has been used excessively for personal calls, this will be dealt with under SCAMPS's disciplinary procedure and the employee will be required to pay to SCAMPS the cost of personal calls made.

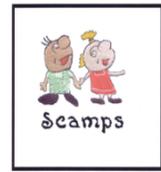
Acceptable telephone use should be no more than five minutes of personal calls in each working day. Personal telephone calls should be timed so as to cause minimum disruption to your work and should, as a general rule, only be made during breaks except in the case of a genuine emergency.

You should be aware that telephone calls made and received on SCAMPS's telephone network will routinely be monitored and recorded to assess employee performance, to ensure client and customer satisfaction and to check that the use of the telephone system is not being abused. If you wish to make or take a particularly sensitive, private or confidential personal telephone call, you are advised that there is a designated telephone available, which will not be

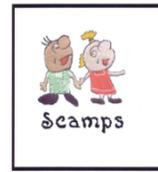
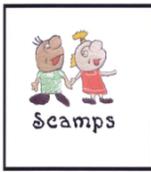


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subject to any form of monitoring or recording by SCAMPS. For further details, please speak to the your line Manager.



NO SMOKING POLICY

Policy

It is SCAMPS's policy that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment and not be exposed to second-hand smoke. This is also a statutory requirement. As such, SCAMPS's business premises are no smoking premises and smoking is prohibited in all areas of the workplace at all times with no exceptions. This includes SCAMPS vehicles.

SCAMPS's policy on smoking applies not only to employees but also to visitors to the workplace, including clients, customers, contractors and suppliers.

In addition, SCAMPS wishes to portray a professional business image to its clients, customers and suppliers when they visit SCAMPS's business premises. Therefore, employees are not allowed to smoke immediately outside the entrance to or exit from the workplace.

Appropriate 'No Smoking' signs are clearly displayed at the entrances to and within the workplace.

Implementation

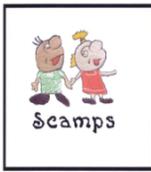
The SCAMPS CHAIR is responsible for the implementation of and compliance with this policy and a copy will be provided to all staff. All employees are required to adhere to, and facilitate the implementation of, this policy. Anyone who wishes to report an incident of smoking in the workplace should therefore speak to SCAMPS CHAIR.

Non-compliance

Employees who are found to be smoking in the workplace in contravention of this policy will be subject to disciplinary action in accordance with SCAMPS's disciplinary procedure. A breach of this policy will be treated as a serious disciplinary offence. Where the smoking constituted a health and safety hazard, then such behaviour will be treated as potential gross misconduct and could render the employee liable to summary dismissal.

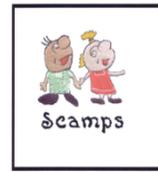
If a client, customer, contractor or supplier does not comply with this policy, they will be warned that they are committing an offence, requested to immediately refrain from smoking and, if they refuse, they will be asked to leave (or will be ejected from) the premises.

Those who do not comply with the smoking ban are also liable to a fixed penalty fine and possible criminal prosecution and they expose SCAMPS to similar action.



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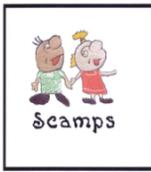
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Help to stop smoking

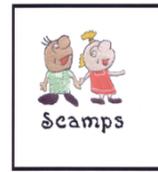
Support for smokers who want to stop smoking can be obtained from;

- the NHS Smoking Helpline on 0800 022 4332 (England),
- the NHS Smokeline on 0800 848484 (Scotland),
-
- Stop Smoking Wales on 0800 085 2219 (Wales)
- the Smoking Helpline on 0800 858585 (Northern Ireland)
- <http://smokefree.nhs.uk>
- from your local GP's surgery.



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EQUAL OPPORTUNITIES AND DIGNITY AT WORK

Policy statement

SCAMPS is an equal opportunity employer and is fully committed to a policy of treating all its employees and job applicants equally.

SCAMPS will avoid unlawful discrimination in all aspects of employment including recruitment and selection, promotion, transfer, opportunities for training, pay and benefits, other terms of employment, discipline, selection for redundancy and dismissal.

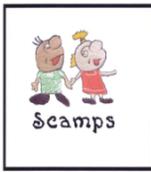
SCAMPS will take all reasonable steps to employ, train and promote employees on the basis of their experience, abilities and qualifications without regard to race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, marriage and civil partnership, pregnancy and maternity or disability. In this Policy these are known as the "protected characteristics". SCAMPS will appoint, train develop and promote on the basis of merit and ability alone. SCAMPS will also take all reasonable steps to provide a work environment in which all employees are treated with respect and dignity and that is free of harassment based upon an employee's race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status, pregnancy or maternity, or disability. SCAMPS will not condone any form of harassment, whether engaged in by employees or by outside third parties who do business with SCAMPS, such as clients, customers, contractors and suppliers.

Employees have a duty to co-operate with SCAMPS to ensure that this policy is effective in ensuring equal opportunities and in preventing discrimination, harassment or bullying. Action will be taken under SCAMPS's disciplinary procedure against any employee who is found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation. Serious breaches of this equal opportunities and dignity at work statement will be treated as potential gross misconduct and could render the employee liable to summary dismissal. Employees should also bear in mind that they can be held personally liable for any act of unlawful discrimination.

Employees must not harass, bully or intimidate other employees for reasons related to one or more of the protected characteristics. Such behaviour will be treated as potential gross misconduct under SCAMPS's disciplinary procedure. Employees who commit serious acts of harassment may also be guilty of a criminal offence. SCAMPS has a separate anti-harassment policy which deals with these issues and sets out how complaints of this type will be dealt with.

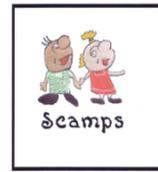
SCAMPS will also take appropriate action against any third parties who are found to have committed an act of improper or unlawful harassment against its employees.

Employees should draw the attention of your line manager to suspected discriminatory acts or practices or suspected cases of harassment. You must not victimise or retaliate against an employee who has made allegations or complaints of discrimination or harassment or who has



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provided information about such discrimination or harassment. Such behaviour will be treated as potential gross misconduct in accordance with SCAMPS's disciplinary procedure. Employees should support colleagues who suffer such treatment and are making a complaint.

Direct Discrimination

Direct Discrimination occurs when, because of one of the protected characteristics, a job applicant or an employee is treated less favourably than other job applicants or employees are treated or would be treated.

The treatment will still amount to direct discrimination even if it is based on the protected characteristic of a third party with whom the job applicant or employee is associated and not on the job applicant's or employee's own protected characteristic. In addition it can include cases where it is perceived that a job applicant or employee has a particular protected characteristic when in fact they do not.

SCAMPS will take all reasonable steps to eliminate direct discrimination in all aspects of employment.

Indirect Discrimination

Indirect discrimination is treatment that may be equal in the sense that it applies to all job applicants or employees but which is discriminatory in its effect on, for example, one particular sex or racial group.

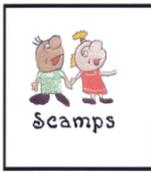
Indirect discrimination occurs when there is applied to the job applicant or employee a provision, criteria or practice (PCP) which is discriminatory in relation to a protected characteristic of the job applicant's or employee's if:

- It is applied, or would be applied, to persons with whom the job applicant does not share the protected characteristic,
- The PCP puts, or would put, persons with whom the job applicant or employee shares the protected characteristic at a particular disadvantage when compared with persons with whom the job applicant or employee does not share it,
- It puts, or would put, the job applicant or employee at that disadvantage, and
- It cannot be shown by SCAMPS to be a proportionate means of achieving a legitimate aim.

SCAMPS will take all reasonable steps to eliminate indirect discrimination in all aspects of employment.

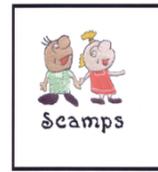
Recruitment, advertising and selection

The recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the job in terms of relevant abilities and qualifications. SCAMPS is committed to applying its equal opportunities policy statement at all stages of recruitment and selection.



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Advertisements

Recruitment publicity will aim to positively encourage applications from all suitably qualified people. When advertising job vacancies, in order to attract applications from all sections of the community, SCAMPS will, as far as reasonably practicable:

- Ensure advertisements are not confined to those publications which would exclude or disproportionately reduce the numbers of applicants of a particular characteristic;;
- Avoid setting any unnecessary provisions or criteria which would exclude a higher proportion of people with a particular protected characteristic;
- Where vacancies may be filled by promotion or transfer, they will be published to all eligible employees in such a way that they do not restrict applications from employees with a particular protected characteristics;
- However, where having regard to the nature and context of the work, having a particular protected characteristics is an occupational requirement and that occupational requirement is a proportionate means of achieving a legitimate aim, SCAMPS will apply that requirement to the job role and this may therefore be specified in the advertisement.

Selection Methods

The selection process will be carried out consistently for all jobs at all levels. SCAMPS will ensure that this equal opportunities policy is available to all staff and in particular is given to all staff with responsibility for recruitment, selection and promotion.

The selection of new staff will be based on job requirements and the individual's suitability and ability to do, or to train for, the job in question. Person specification and job descriptions will be limited to those requirements that are necessary for the effective performance of the job.

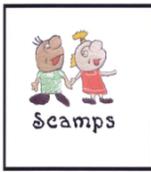
Candidates for employment, promotion or transfer will be assessed objectively against the requirements of the job.

With disabled job applicants, SCAMPS will have regard to its duty to make reasonable adjustments to work provisions, criteria and practices or to physical features of work premises or to provide auxiliary aids or services in order to ensure that the disabled person is not placed at a substantial disadvantage in comparison with persons who are not disabled.

Applications and Interviewing

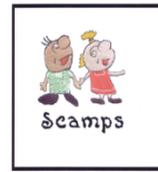
All applications will be processed in the same way. The staff responsible for short listing, interviewing and selecting candidates will be clearly informed of the selection criteria and of the need for their consistent application.

Wherever possible, all applicants will be interviewed by at least two people. All questions that are put to the applicants will relate to the requirements of the job.



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If it is necessary to assess whether personal circumstances will affect the performance of the job (for example, if the job involves unsociable hours or extensive travel), this will be discussed objectively, without detailed questions based on assumptions about any of the protected characteristics.

Training, transfer and promotion

SCAMPS will take such measures as may be necessary to ensure the proper training, supervision and instruction for all line managers in order to familiarise them with SCAMPS's policy on equal opportunities, and in order to help them identify discriminatory acts or practices and to ensure that they promote equal opportunity within the departments for which they are responsible. The training will also enable line managers to deal more effectively with their complaints of bullying and harassment.

SCAMPS will also provide training to all employees to help them understand their rights and responsibilities under the equal opportunities and anti-harassment policies and what they can do to create a work environment that is free of bullying and harassment.

All persons responsible for selecting new employees, employees for training or employees for transfer or promotion to other jobs will be instructed not to discriminate because of one or more of the protected characteristics.

Where a promotional system is in operation, the assessment criteria will be examined to ensure that they are not discriminatory. The promotional system will be checked from time to time in order to assess how it is working in practice.

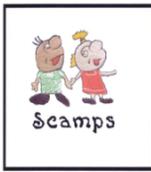
When a group of workers who predominantly have a particular protected characteristic appear to be excluded from access to promotion, transfer and training and to other benefits, SCAMPS's systems and procedures will be reviewed to ensure there is no unlawful discrimination.

Terms of employment, benefits, facilities and services

All terms of employment, benefits, facilities and service will be reviewed from time to time, in order to ensure that there is no unlawful discrimination on the grounds of one or more of the protected characteristics.

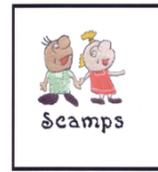
Equal pay and equality of terms

SCAMPS is committed to equal pay in employment. It believes its male and female employees should receive equal pay for like work, work rated as equivalent or work of equal value. In order to achieve this, SCAMPS will endeavour to maintain a pay system that is transparent, free from bias and based on objective criteria.



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Bullying and Harassment

This policy covers bullying and harassment both in the workplace and in any work related setting outside the workplace, for example, during business trips and at work related events.

Bullying is offensive or intimidating behaviour or an abuse or misuse of power which undermines or humiliates an employee.

An employee harasses another employee if they engage in unwanted conduct related to a protected characteristic, and the conduct has the purpose or effect of violating the other employee's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that other employee.

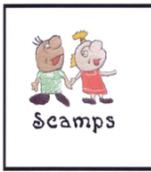
An employee also harasses another employee if they engage in unwanted conduct of a sexual nature, and the conduct has the purpose or effect of violating the other employee's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that other employee.

Finally an employee harasses another employee if they or a third party engage in unwanted conduct of a sexual nature or that is related to gender reassignment or sex, the conduct has the purpose or effect of violating the other employee's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that other employee and because of that other employee's reaction of or submission to the conduct they treat that other employee less favourably than they would treat them if they had not rejected or submitted to the conduct.

The unwanted conduct will still amount to harassment if it is based on the protected characteristic of a third party with whom the employee is associated and not on the employee's own protected characteristic, or if it was directed at someone other than the employee, or even at nobody in particular but they witnessed it. In addition harassment can include cases where the unwanted conduct occurs because it is perceived that an employee has a particular protected characteristic, when in fact they do not.

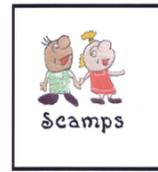
Conduct may be harassment whether or not the person intended to offend. Something intended as a joke or as office banter may offend another person. This is because different employees find different levels of behaviour acceptable and everyone has the right to decide for themselves what behaviour they find acceptable to them.

Behaviour which a reasonable person would realise would be likely to offend an employee will always constitute harassment without the need for the employee having to make it clear that such behaviour is unacceptable, for example, touching someone in a sexual way. With other forms of behaviour, it may not always be clear in advance that it will offend a particular employee, for example, office banter and jokes. In these cases, the behaviour will constitute harassment if the conduct continues after the employee has made it clear, by words or by their conduct, that such behaviour is unacceptable to them. A single incident can amount to harassment if it is sufficiently serious.



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Harassment also occurs where, on the ground of the employee's rejection of or submission to unwanted conduct of the kind specified above, a person treats the employee less favourably than he or she would treat him or her had he or she not rejected, or submitted to, the unwanted conduct.

Examples

Bullying and harassment may be verbal, non-verbal, written or physical. Examples of unacceptable behaviour include, but are not limited to, the following:

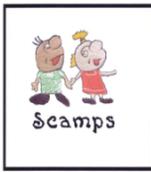
- Unwelcome sexual advances, requests for sexual favours, other conduct of a sexual nature.
- Subjection to obscene or other sexually suggestive or racist comments or gestures.
- The offer of rewards for going along with sexual advances or threats for rejecting sexual advances.
- Jokes or pictures of a sexual or racial nature.
- Demeaning comments about an employee's appearance.
- Questions about a person's sex life.
- The use of nick names related to protected characteristic;
- Picking on or ridiculing an employee.
- Isolating an employee or excluding him or her from social activities or relevant work-related matters.

Reporting complaints

All allegations of discrimination or harassment will be dealt with seriously, confidentially and speedily. SCAMPS will not ignore or treat lightly grievances or complaints of discrimination or harassment from members of a particular race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation or age or from employees who have undergone gender reassignment, are married, have entered into a civil partnership, are pregnant or on maternity leave or have a disability.

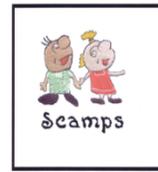
With cases of harassment, while SCAMPS encourages employees who believe they are being harassed to notify the offender (by words or by conduct) that his or her behaviour is unwelcome, SCAMPS also recognises that actual or perceived power and status disparities may make such confrontation impractical. In the event that such informal, direct communication is either ineffective or impractical or the situation is too serious to be dealt with informally, the employee should follow the procedure set out below.

If you wish to make a complaint of discrimination or harassment, you should follow the following steps whether that complaint is against a fellow-employee or against a third party such as a client, customer, contractor or supplier:

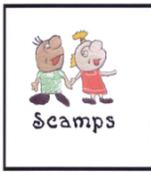


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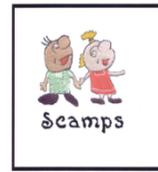


1. First of all, report the incident of discrimination or harassment to your Line Manager. If you do not wish to speak to your line manager, you can instead speak to an alternative manager or to a member of the Senior Management Team.
2. Such reports should be made promptly so that investigation may proceed and any action taken expeditiously.
3. All allegations of discrimination or harassment will be taken seriously. The allegation will be promptly investigated and, as part of the investigatory process, you will be interviewed and asked to provide a written witness statement setting out the details of your complaint. Confidentiality will be maintained during the investigatory process to the extent that this is practical and appropriate in the circumstances. However, in order to effectively investigate an allegation, SCAMPS must be able to determine the scope of the investigation and the individuals who should be informed of or interviewed about the allegation. For example, the identity of the complainant and the nature of the allegations must be revealed to the alleged harasser or discriminator so that he or she is able to fairly respond to the allegations. SCAMPS reserves the right to arrange for another manager to conduct the investigation other than the manager with whom you raised the matter.
4. SCAMPS will also invite you to attend at least one meeting at a reasonable time and place at which your complaint can be discussed. You must take all reasonable steps to attend that meeting and you have the right to be accompanied at it by either a trade union official or a fellow employee of your choice.
5. Once the investigation has been completed and after the meeting with you has taken place, you will be informed in writing of the outcome and SCAMPS's conclusions and decision as soon as possible. You will also be notified in writing of your right to appeal against SCAMPS's decision if you are not satisfied with it. SCAMPS is committed to taking appropriate action with respect to all complaints of discrimination or harassment which are upheld.
6. If you wish to appeal against SCAMPS's decision, you must appeal in writing to a more senior manager or to a Director of SCAMPS within five working days of SCAMPS's decision. On receipt of an appeal, a more senior manager or a Director (who may not be the person to whom you addressed your appeal) shall make arrangements to hear it at an appeal meeting and at that meeting you may again, if you wish, be accompanied by either a trade union official or a fellow employee of your choice. You must take all reasonable steps to attend that meeting. Following the meeting, the relevant manager or Director will inform you in writing of SCAMPS's final decision on your appeal.
7. You will not be penalised for raising a complaint, even if it is not upheld, unless your complaint was both untrue and made in bad faith.
8. If your complaint is upheld and the harasser or discriminator remains in SCAMPS's employment, SCAMPS will take all reasonable steps to ensure that you do not have to continue working alongside him or her if you do not wish to do so. SCAMPS will



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discuss the options with you.

9. If your complaint is not upheld, arrangements will be made for you and the alleged harasser or discriminator to continue or resume working and to repair working relationships.

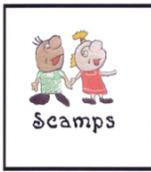
Alternatively, you may if you wish use SCAMPS's grievance procedure to make a complaint (see the **Grievance Procedure** section).

Any employee who is found to have discriminated against or harassed another employee in violation of this policy will be subject to disciplinary action under SCAMPS's disciplinary procedure. Such behaviour may be treated as gross misconduct and could render the employee liable to summary dismissal.

In addition, line Managers who had knowledge that such discrimination or harassment had occurred in their departments but who had taken no action to eliminate it may also be subject to disciplinary action under SCAMPS's disciplinary procedure.

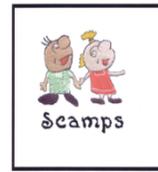
Monitoring equal opportunity and dignity at work

SCAMPS will regularly monitor the effects of selection decisions and personnel and pay practices and procedures in order to assess whether equal opportunity and dignity at work are being achieved. This will also involve considering any possible indirectly discriminatory effects of its working practices. If changes are required, SCAMPS will implement them. SCAMPS will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.



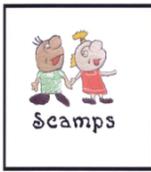
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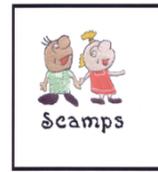
DBS POLICY

- The CRB (Criminal Record Bureau) is now referred to as DBS (Disclosure and Barring Service).
- DBS is the result of a merge of the Criminal Records Bureau and the Independent Safeguarding Authority.
- Under the old system, a CRB / DBS was required for each setting. The new DBS is portable and can be used in different childcare settings.
- Under the new DBS system applicants apply once to the DBS for a certificate then both applicants and organisations can check online to see if the certificate is still valid.
- SCAMPS will pay the initial registration fee for new employees to get a DBS certificate, if they do not have one already.
- SCAMPS staff are responsible for paying the annual fee to keep the DBS registration current.
- SCAMPS staff will be shadowed until they have a current and valid DBS certificate.



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HOLIDAYS

Your paid annual leave entitlement is set out in your contract of employment, as are details of SCAMPS's holiday year.

You must use all of your holiday entitlement by the last day of each holiday year and, unless there are exceptional circumstances and unless approved in writing in advance by a SCAMPS Senior Manager, you may not carry your holiday entitlement forward into the next holiday year. Holiday entitlement not used by the correct date will usually be lost and under no circumstances will payment in lieu be made for holiday entitlement that is lost through not being exercised by the correct date.

All requests for annual leave must be approved in writing in advance by a Senior Manager. You must not book holidays until your request has been formally authorised. You should endeavour to give as much notice as possible of proposed annual leave dates. In any event, such notice must be at least twice the number of days as those you wish to take as annual leave. SCAMPS will try to co-operate with your holiday plans where possible, but this is always subject to the requirements of SCAMPS's business and to adequate staffing levels being maintained at all times.

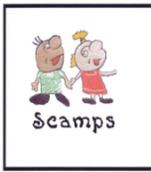
No more than two weeks' paid annual leave may be taken at any one time without prior written agreement.

In your first and last year of employment, your holiday entitlement will be that proportion of your annual holiday entitlement equivalent to the proportion of the holiday year in question during which you have been employed. This will be calculated to the nearest half day and assuming that holiday entitlement accrues at an even rate from day to day. During your first year of service, unless otherwise agreed in writing by your Line Manager, you will not normally be permitted to take more annual leave than you have actually accrued at the time the holiday is taken. Entitlement during your first year of service is calculated monthly in advance at the rate of one-twelfth of the full year's entitlement.

Should you be incapacitated for work due to sickness or injury during any period of pre-booked annual leave (whether in whole or in part) SCAMPS may in its absolute discretion reimburse the period of annual leave entitlement lost due to incapacity. You have no contractual right to reimbursement and, before considering whether reimbursement is appropriate in the circumstances, you must deliver to SCAMPS a relevant medical certificate covering the period of incapacity. Reimbursement will only be considered where you fell seriously ill or you sustained a serious injury.

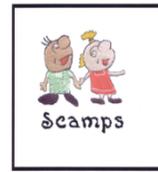
On the termination of your employment, you are entitled to be paid for any accrued annual leave for that holiday year that has not been taken by the date of termination.

If, on the date of termination of your employment, you have taken more annual leave than you have accrued in that holiday year, you will be required to reimburse SCAMPS in respect of such unearned annual leave. SCAMPS shall be entitled to deduct the value of the unearned annual leave from any final payment of salary to be made to you and, as such, a relevant deduction from wages clause appears in your contract of employment.

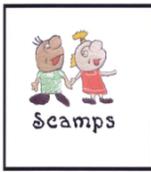


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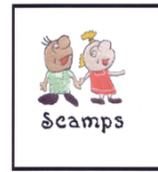


No payment in lieu of accrued contractual annual leave will be made to you in the event of the termination of your employment for gross misconduct or in the event that you give inadequate notice to terminate your employment or you leave before your contractual notice period has expired. In addition, contractual annual leave will not accrue during a period of sickness absence, except at the absolute discretion of SCAMPS. For these purposes, contractual annual leave means any leave entitlement provided for in your contract of employment that is over and above the statutory annual leave entitlement.



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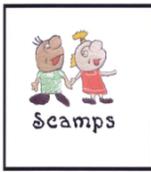
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SICKNESS ABSENCE

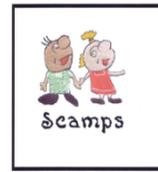
Should you be unable to attend work due to illness or injury, you must comply with the following sickness absence reporting procedure:

1. On the first morning of your sickness absence, you must speak to your The Managing Director at the earliest possible opportunity and as close to your normal start time as possible. In any event, this must be no later than two hours after your normal start time. If you are unable to speak to your The Managing Director personally, you should speak to an alternative The Managing Director. You should give details of the nature of your illness and, if the illness is of a minor nature, you should indicate when you believe you will be fit to return to work. You must inform your The Managing Director as soon as possible of any change in the date of your anticipated return to work.
2. For an absence of seven consecutive calendar days or less, you are required to telephone your The Managing Director on a daily basis in accordance with the reporting procedure set out above. You must also complete a self-certification of sickness absence form immediately on your return to work. Self-certification forms are available from (and should be returned once completed to) your The Managing Director. You are reminded that it is a serious disciplinary offence to provide false information on a self-certification form.
3. Should your sickness absence be for a period in excess of seven calendar days, you are required as an absolute minimum to contact your The Managing Director on a weekly basis in order to provide an update on your illness or injury. A doctor's certificate must also be obtained. A new doctor's certificate must be submitted each week. Your doctor's certificate must be forwarded to your The Managing Director as quickly as possible and in any event no later than the end of the calendar week in respect of which the certificate applies.
4. You should have certificates (either self-certification of sickness absence forms or doctor's certificates) to cover the entire period of your sickness absence.
5. SCAMPS reserves the right to request a doctor's certificate for any period of absence even though this may be less than eight calendar days. If you incur costs in relation to obtaining a doctor's certificate, SCAMPS will reimburse those costs upon production of a satisfactory receipt.
6. Where a doctor's certificate indicates that you may be fit for work and the doctor has suggested ways of helping you get back to work, such as phased return to work, altered hours, amended duties or workplace adaptations, your line manager will discuss the advice on the doctor's certificate with you and consider any functional comments made by the doctor, any of the return to work tick boxes and any other action that could help you return to work despite your illness.
7. The various options will be discussed with you and if a return to work is possible, your line manager will agree with you a return to work date, any temporary adaptations or adjustments



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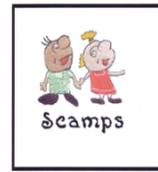
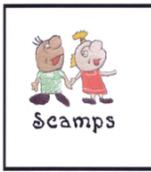
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that are to be made and for how long and will set a date for review. However, the recommendations in the doctor's certificate are not binding on SCAMPS. If you disagree with SCAMPS's proposals to support you to return to work, you will be asked to confirm why you believe you cannot return to work despite your doctor's suggestions and SCAMPS reserves the right to obtain further medical evidence as necessary, such as a medical report. If SCAMPS is not able to make any adaptations or adjustments to help you return to work, your line manager will explain the reasons for this to you and will set a date for review. You may then use the doctor's certificate as if the doctor had advised "not fit for work".

8. For all periods of sickness absence of half a day or longer, your The Managing Director may require you to attend a 'back to work' interview on your return to work to discuss the reasons for your absence and, in particular, whether it was work-related.
9. For long-term sickness absence, your The Managing Director may request to visit you at home.
10. For long-term sickness absence or frequent periods of sickness absence, SCAMPS may request a medical report from your GP or consultant or alternatively request that you visit a medical practitioner selected by SCAMPS to undergo a medical examination (see the section on **Medical Examinations**).
11. SCAMPS reserves the right to withhold sick pay in circumstances where the certification procedure described above has not been followed or where there is sufficient reason to doubt the validity of your sickness absence claim. In the latter circumstances, SCAMPS may request you to undergo a medical examination by a medical practitioner selected by us.
12. On being fit to return to work, you must contact your The Managing Director and let them know as far in advance as possible of the proposed date of your return.
13. If you have been suffering from an infectious or contagious disease, you must not report for work until you are medically fit to do so. This is to prevent spread of the disease in the workplace.

Persistent short-term sickness absence is, in the absence of any underlying medical condition or other reasonable excuse, a disciplinary matter and will be dealt with in accordance with SCAMPS's disciplinary procedure.



LEAVE OF ABSENCE

Paid annual leave

The provisions relating to your entitlement to paid annual leave are set out in your contract of employment and in the section on **Holidays**.

Religious holidays

Subject to complying with the relevant provisions as to notice set out in your contract of employment and to the requirements of SCAMPS's business, you will normally be allowed to use your annual leave entitlement to observe special religious holidays.

Jury service and other public duties

Should you be called up for jury service or required to attend court to give evidence as a witness, you must notify your The Managing Director as soon as reasonably practicable. Time off work will normally be granted in these circumstances. You will be required to provide a copy of the court summons to support your request for time off work.

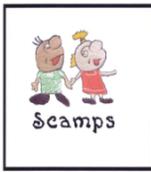
You have no contractual or statutory right to be paid for time not worked due to jury service or other related public duties. Any payment of salary made by SCAMPS during this period is done so in our absolute discretion and will be subject to the deduction of any monies received from the court in respect of loss of earnings. You must therefore submit a claim to the court for loss of earnings and claim the full allowance available to you.

If on any day on which you attend court you are told that your services are not required, you must then return to work as soon as possible and report to your The Managing Director before starting work.

Membership of the reserved armed forces

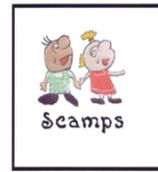
If you are a member of the reserved armed forces, you may use your paid annual leave entitlement to carry out your duties, provided you comply with the provisions relating to paid annual leave set out in your contract of employment and in the section on **Holidays**. SCAMPS expects you to use your paid annual leave first before applying for further time off.

Otherwise, any further time off relating to membership of the reserved armed forces will only be granted at the absolute discretion of SCAMPS and you have no contractual or statutory right to be paid for this leave. Any payment of salary made by SCAMPS in such circumstances is done so in our absolute discretion. If you wish to apply for this type of leave, you should apply in writing to your The Managing



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Director stating the period of leave requested and the reasons for it.

Medical appointments

Appointments with doctors, dentists and other medical practitioners should, as far as reasonably practicable, be made outside of your normal hours of work or with the minimum disruption to the working day (i.e. made at the beginning or end of the working day).

Time off work to attend medical appointments must be authorised by your The Managing Director in advance. In any event, unless there are exceptional circumstances, no more than two hours should be taken off work for any one appointment. With the exception of antenatal appointments, you have no contractual or statutory right to be paid for absences relating to attendance at medical appointments. Any payment of salary during attendance at such appointments is made at the absolute discretion of SCAMPS.

Compassionate leave

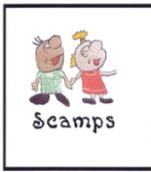
Subject to your statutory right to time off to deal with a family emergency (see the section on **Time Off for Dependants**), if you suffer a bereavement or serious illness in your family or in a close relationship, compassionate leave must be approved by your The Managing Director. All requests for compassionate leave will be considered on an individual basis.

There is no contractual or statutory entitlement to be paid for absences relating to compassionate leave. Any payment of salary during compassionate leave is made at the absolute discretion of SCAMPS.

Subject to your statutory right to time off to deal with a family emergency, SCAMPS expects you to use your paid annual leave entitlement for time off needed to care for sick relatives or friends.

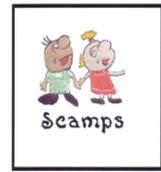
Special unpaid leave

SCAMPS may, in certain circumstances, consider requests for special unpaid leave, for example, for the purposes of education, family responsibilities or for important personal reasons. However, SCAMPS expects you to use your paid annual leave first. Otherwise, any further time off for special reasons will only be granted at the absolute discretion of SCAMPS and you have no contractual or statutory right to be paid for this leave. If you wish to apply for special leave, you should apply in writing to your The Managing Director stating the period of leave requested and the reasons for it. Requests for special leave will be assessed on their individual merits and circumstances. Special leave is operated entirely at the discretion of SCAMPS and it may be withdrawn at any time.



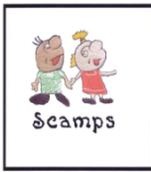
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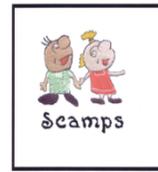
General

Failure to return from leave and report for work on the due date of return without reasonable excuse is a disciplinary offence and will be dealt with in accordance with SCAMPS's disciplinary procedure.



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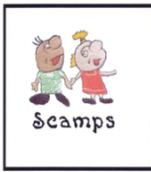
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MEDICAL EXAMINATIONS

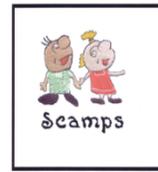
SCAMPS may require you to undergo a medical examination to be conducted by a medical practitioner nominated by us at any stage of your employment. The cost of any such examination will be met by SCAMPS and you will co-operate with the disclosure of all results and reports to SCAMPS. SCAMPS will only request such an examination where reasonable to do so. SCAMPS will take into account the nature of your illness and its possible impact on your ability to properly discharge your job duties and responsibilities and the length or frequency of your absence or absences from work on the grounds of illness or injury.

Alternatively, SCAMPS may request a medical report to be prepared by your own general practitioner or consultant and, in this event, you will co-operate with SCAMPS in providing your written consent in order to enable the medical report to be obtained. Again, SCAMPS will only request a medical report where reasonable to do so.



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TIME OFF FOR DEPENDENTS

All employees are entitled to take a reasonable amount of time off during normal hours of work in order to deal with family emergencies. You have no contractual or statutory right to be paid for absences relating to family emergencies. Any payment of salary during time off is made at the absolute discretion of SCAMPS.

The right to take time off enables you to deal with an unexpected or sudden problem and make any necessary longer term arrangements:

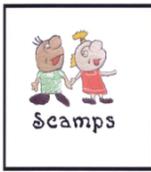
- If a dependant falls ill or has been involved in an accident or assaulted.
- When your spouse or partner is having a baby.
- To make longer-term care arrangements for a dependant who is ill or injured.
- To deal with the death of a dependant, for example, making funeral arrangements.
- To deal with an unexpected disruption or breakdown in care arrangements for a dependant, for example, when a childminder fails to turn up.
- To deal with an incident involving your child whilst they are at school.

For these purposes, a 'dependant' is your spouse, partner, child or parent or someone who lives with you as part of your family. It does not include tenants, boarders or employees living in your family home. In cases of illness, injury or where care arrangements break down, a dependant may also be someone who reasonably relies on you for assistance. This may be where you are the primary carer or the only person who can help in an emergency.

In the event of a family emergency occurring while you are at work, you must immediately inform your Line Manager of the nature of the emergency and seek their express permission to leave work early.

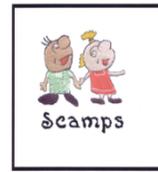
In the event of a family emergency occurring outside your normal hours of work which will prevent you from reporting to work at your normal start time, you must speak to your Line Manager at the earliest possible opportunity and as close to the normal start time as possible. In any event, this must be no later than two hours after your normal start time. If you are unable to speak to your Line Manager personally, you should speak to an alternative Line Manager. You should give details of the nature of the emergency, the reason for your absence and how long you expect to be absent from work. Where the emergency is ongoing, you must report to your line manager on a daily basis and always at least one hour before your normal start time. You must update your Line Manager on the reason for ongoing absence and how long you expect it to continue. You must inform your Line Manager as soon as possible of any change in the date of your anticipated return to work.

SCAMPS envisages that the amount of leave that will be taken will, in most cases, be one or two days at most. The leave to which you are entitled is enough to help you to cope with the immediate crisis. You must actively seek alternative longer-term care arrangements for the care of a dependant within one day of the emergency occurring. Should it not be possible to make such arrangements, you must contact your line manager and explain why further absence is required. Authorisation of such continued absence will be at the absolute discretion of your line Manager.



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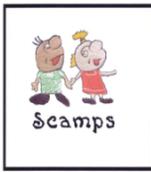
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The right to time off under these rules is intended to cover unforeseen family emergencies. If you know in advance that you are going to need time off, then you should speak to your Line Manager about the possibility of taking such time as part of your annual leave entitlement.

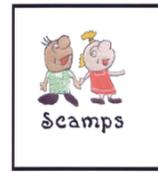
SCAMPS reserves the right to ask you to provide supporting evidence of the family emergency on your return to work and you may also be asked to complete a Family Emergencies Absence Form. You are reminded that it is a serious disciplinary offence to knowingly provide false information on a Family Emergencies Absence Form or to dishonestly claim a right to time off to deal with a family emergency. Any offence will be dealt with in accordance with SCAMPS's disciplinary procedure and, depending on the circumstances, could amount to potential gross misconduct rendering you liable to summary dismissal.

In the event of a dispute between you and your Line Manager about whether a particular incident or occurrence falls under the terms of these rules, a The Managing Director shall be responsible for determining whether your request for time off relates to a genuine family emergency. The senior manager's or Director's decision shall be final.



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PARENTAL LEAVE

Introduction

This section sets out SCAMPS's policy on parental leave. SCAMPS implements the parental leave rights set out in legislation. The law entitles employees to be absent from work on parental leave in order to care for a natural or an adopted child or to make arrangements for the child's welfare. Parental leave is additional to Maternity Leave, Paternity Leave, Adoption Leave and Shared Parental Leave.

Entitlement to Parental Leave

In order to qualify for parental leave, you must have completed one year's continuous employment with SCAMPS by the time you want to take the leave. If you have already taken part of your parental leave entitlement with a previous employer, you will not be able to take any further parental leave until you have completed one year's employment with SCAMPS.

Both mothers and fathers can take parental leave. You are entitled to take up to 18 weeks' parental leave in order to care for a natural or an adopted child (or to make arrangements for the child's welfare) if you meet one of the following eligibility conditions:

- You are the natural parent of, or you have acquired formal parental responsibility for, a child who is under 18 years old, or
- You have adopted a child under the age of 18.

In the case of natural parents, you must be named on the child's birth certificate.

All periods of parental leave are unpaid. There is no contractual or statutory entitlement to be paid for absences relating to parental leave. Any payment of salary during parental leave is made at the absolute discretion of SCAMPS.

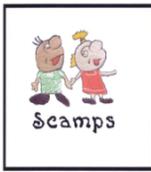
When Parental Leave may be taken

Assuming you are eligible, you can choose to take parental leave at any time.

However, you cannot exercise any entitlement to parental leave in respect of a child after the date of the child's 18th birthday.

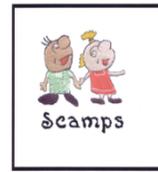
Taking time off for Parental Leave

Parental leave is for each child, so in the case of twins, 18 weeks' leave is provided for each child.



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Leave must be taken in blocks, or multiples, of one week. If you take parental leave for a shorter period than one week (for example, two days), that will constitute a week's leave for the purpose of calculating your 18 weeks' parental leave entitlement (although you will continue to be paid as normal for the time you work). The exception to this is that parents of disabled children can take leave in blocks, or multiples, of one day. A disabled child is one for whom Disability Living Allowance or Personal Independence Payment has been awarded.

A maximum of four weeks' parental leave can be taken in respect of any child during any one year, beginning on the date on which you first became entitled to take parental leave in respect of the child in question (or, if your entitlement has been interrupted at the end of a period of continuous employment, the date on which you most recently became so entitled) and each successive period of 12 months beginning on the anniversary of that date. Each parent is entitled to parental leave.

Procedure for Notifying a Parental Leave request

You are required to give at least 21 days' written notice to your Line Manager of your proposed parental leave dates. If leave is to be taken immediately after birth or adoption, 21 days' written notice of the expected week of childbirth or the expected week of placement for adoption should be given. You must specify the dates on which your period of parental leave is to start and finish. If it is not reasonably practicable for you to comply with the 21 days' notice requirement, you should give notice as soon as reasonably practicable. A Parental Leave Form can be obtained from your Line Manager and once completed it should be returned to your Line Manager.

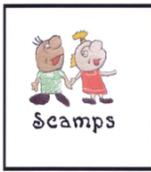
If you give notice that you wish your leave to start on the date of birth or adoption and that date is sooner or later than expected, your leave will begin on the actual date of birth or adoption.

At the time of requesting parental leave, you should:

- Provide the name of the child in respect of whom you wish to take leave, stating their date of birth and your relationship to them.
- Produce an appropriate birth or adoption certificate or such other documentation as SCAMPS may reasonably request.
- Specify parental leave as the reason for proposed absence.
- Declare any periods of parental leave you have taken with a previous employer.

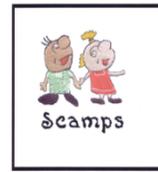
Periods of Parental Leave with previous employers

The period of 18 weeks' leave is the maximum you can take and periods of leave taken with a previous employer will be taken into account when calculating this period. SCAMPS will expect you to declare periods of leave with a previous employer at the time of making a parental leave request. SCAMPS may also check with your previous employer how much parental leave you have taken at your previous employment.



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65A Strathmore Road Teddington TW11 8UH
020 8943 9313 enquiries@scampsteddington.co.uk



Postponement of Parental Leave

SCAMPS reserves the right to postpone a period of parental leave for up to six months where it considers that the operation of its business would be unduly disrupted if the leave were to be taken at the time requested. For example, leave may be postponed during particularly busy periods, seasonal peaks or where a significant proportion of SCAMPS's staff has already applied to be off from work at the same time.

SCAMPS will confirm any postponement arrangements in writing no later than seven days after receipt of your request to take parental leave. This letter will state the reason for postponement and set out the proposed new dates of parental leave. SCAMPS will attempt to agree with you a suitable alternative date when parental leave can commence.

SCAMPS will not, however, postpone leave where you have given notice to take it immediately after the time the child is born or is placed with you for adoption.

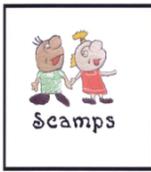
Rights during Parental Leave

During parental leave your contract of employment continues. You are entitled to all of your statutory employment benefits, but some contractual benefits can be suspended by SCAMPS. Your seniority, pension rights and rights to any other service-related benefits are unaffected by parental leave.

Right to return to work after Parental Leave

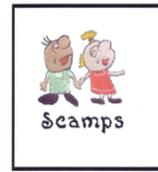
At the end of parental leave, you will be entitled to return to the same job on the same terms and conditions as if you had not been absent, provided always that your period of parental leave was for a period of four weeks or less and your total consecutive statutory leave taken in relation to the child (including any time on Maternity, Paternity, Adoption or Shared Parental Leave, but excluding your parental leave) amounts to no more than 26 weeks.

Where you have taken more than 26 weeks' consecutive statutory leave in total (including any time on Maternity, Paternity, Adoption or Shared Parental Leave, but excluding your parental leave) or your parental leave period is more than four weeks, again you will be entitled to return to the same job on the same terms and conditions as if you had not been absent. If, however, there is some reason why it is not reasonably practicable for SCAMPS to take you back in your original job, you will be offered suitable alternative work of equivalent status and responsibility and on terms and conditions that are no less favourable than would have applied if you had not been absent.



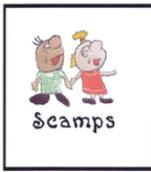
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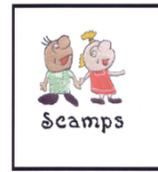
Claiming Parental Leave Dishonestly

SCAMPS will keep records of parental leave taken. If you act dishonestly in claiming an entitlement to parental leave, this is a serious disciplinary offence and will be dealt with under SCAMPS's disciplinary procedure. This includes attempting to claim leave for a child who is too old, claiming leave for purposes other than caring for a child or misleading SCAMPS about parental leave taken with a previous employer. Depending on the seriousness of the offence, it may amount to gross misconduct and could result in your summary dismissal.



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SHARED PARENTAL LEAVE AND PAY

Introduction

This section sets out SCAMPS's policy on shared parental leave and pay in relation to both the birth of a child and the adoption of a child. SCAMPS implements the shared parental leave and pay rights set out in legislation.

SCAMPS recognises that, from time to time, employees may have a question or concern relating to their shared parental leave and pay rights. In this respect, it is our policy to encourage open discussion between you and your Line Manager to ensure that questions and problems can be aired and resolved as quickly as possible.

The Shared Parental Leave and Pay regulations are complex and so you should clarify the relevant procedures with your Line Manager to ensure that they are followed correctly.

The following definitions are used in this policy:

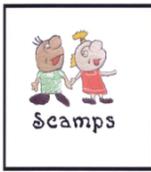
- **Adopter** - the person with whom the child is, or is expected to be, placed for adoption by an adoption agency or, in a case where two people have been matched jointly whichever of them has elected to be the child's main adopter.
- **EWC** - Expected Week of Childbirth – the week, starting on a Sunday, in which your doctor or midwife expects your child to be born.
- **Parent** - One of two people who will share the main responsibility for the care of the child (and who may be the mother, the father, the adopter, or the mother's or adopter's partner).
- **Partner** - The mother's or adopter's spouse or civil partner or someone (whether of a different sex or the same sex) who lives with the mother or adopter and the child in an enduring family relationship but is not the mother's or adopter's child, parent, grandchild, grandparent, sibling, aunt, uncle, niece or nephew.

Please note that shared parental leave (SPL) is only available to employees where the EWC, or the date of placement of the child for adoption, is on or after 5 April 2015.

Entitlement to Shared Parental Leave

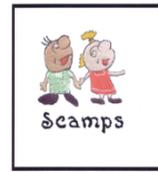
You are entitled to SPL in relation to the birth or adoption of a child if:

- You are the child's mother or adopter and you share the main responsibility for the care of the child with the child's father (birth cases only) or the person who, at the date of the child's birth or placement for adoption, is your partner; or
- You are the child's father (birth cases only) and you share the main responsibility for the care of the child with the child's mother; or
- You are the mother's or adopter's partner at the date of the child's birth or placement for



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adoption and you share the main responsibility for the care of the child with the child's mother or adopter (in birth cases, where the child's father does not share the main responsibility with the mother.

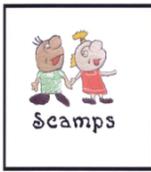
- In order to qualify for the right to take SPL, you must also meet each of the following eligibility criteria:
- You have worked continuously for SCAMPS for 26 weeks calculated as at the 15th week before the EWC or, in respect of an adopted child, calculated as at the week in which the adopter is notified of having been matched with the child for adoption.
- You remain in continuous employment with SCAMPS until the week before the period of SPL to be taken.
- If you are the mother or the adopter, you are entitled to maternity or adoption leave in respect of the child and you have ended your entitlement to such leave, either by serving a curtailment notice or by returning to work before the end of your maternity or adoption leave period.
- If you are the father or partner, the mother or adopter is entitled to maternity or adoption leave, and/or statutory maternity pay (SMP), maternity allowance (MA) or statutory adoption pay (SAP), in respect of the child and they have ended their entitlement to such leave and/or pay, either by serving a curtailment notice or by returning to work before the end of their maternity or adoption leave period.
- The other parent has worked in an employed or self-employed capacity for at least 26 of the 66 weeks immediately preceding the EWC or the week in which the adopter is notified of having been matched with the child for adoption, and had average weekly earnings of at least £30 per week for any 13 of those weeks.
- You have given both a notice of entitlement and a period of leave notice to SCAMPS, and complied with any statutory evidence requirements imposed by SCAMPS.

SPL is additional to the statutory right to two weeks' paternity leave. If you are entitled to paternity leave, you should consider using this before taking SPL. This is because you will lose any untaken paternity leave entitlement once you start a period of SPL.

Length of Shared Parental Leave

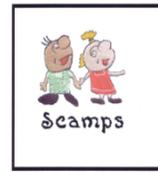
You and the other parent are jointly entitled to a maximum of 50 weeks of SPL between you, subject to satisfying the eligibility conditions for entitlement to SPL. All of the 52 weeks of maternity or adoption leave, except the two-week period of compulsory maternity leave after birth, or the first two weeks of adoption leave, are available for sharing between you as SPL, less the weeks spent by the child's mother or adopter on maternity or adoption leave (or the weeks in which the mother or adopter has been in receipt of SMP, MA or SAP if they are not entitled to maternity or adoption leave).

The earliest that SPL may be taken in relation to birth is the date of birth and in relation to adoption is the date of placement of the child for adoption. SPL can start for the other parent while the mother or adopter is still on maternity or adoption leave, provided the mother or adopter has served a curtailment notice.



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SPL must end by the day before the child's first birthday, or by the day before the first anniversary of the child's placement for adoption.

The minimum period of SPL is one week and it must be taken in multiples of complete weeks.

SPL may be taken as one single continuous period or in discontinuous periods.

Ending Maternity or Adoption Leave Early

If you are the child's mother or adopter on maternity or adoption leave and you wish to return to work earlier than your expected return date, you must give SCAMPS, preferably in writing, at least eight weeks' notice of your proposed date of early return and then you must return to work early.

Alternatively you can bring forward the date on which your maternity or adoption leave ends by giving SCAMPS a curtailment notice. You must also give us, at the same time as the curtailment notice, a notice of entitlement to opt in to the SPL scheme (see below), or a written declaration of consent and entitlement stating that the other parent has given a notice of entitlement to their employer and you consent to the amount of SPL that the other parent intends to take.

Your curtailment notice must be in writing and it must state the date on which you want your maternity or adoption leave to end. That date must be at least one day after the end of the two-week period of compulsory maternity leave or at least two weeks after the start of adoption leave, at least eight weeks after the date on which your curtailment notice is given and at least one week before the last day of your maternity or adoption leave. You can give a curtailment notice before or after you give birth or before or after adoption leave starts.

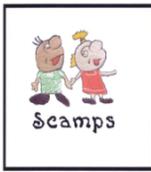
You must either return to work early or give a curtailment notice before you or the other parent can take SPL. The other parent may be eligible to take SPL from their employer before your maternity or adoption leave ends, provided you have given the curtailment notice.

The curtailment notice is normally binding and cannot be revoked. You can only revoke a curtailment notice if maternity or adoption leave has not yet ended and one of the following applies:

- If you discover that neither you nor the other parent are in fact eligible for SPL or ShPP, you can revoke the curtailment notice in writing up to eight weeks after it was given; or
- If the other parent has died; or
- If you gave the curtailment notice before your child's birth, you can revoke it in writing up to six weeks after birth (for mothers only) – in this case, you will still be able to opt in to SPL at a later date, either by returning to work and then giving a notice of entitlement to take SPL or by giving another curtailment notice.

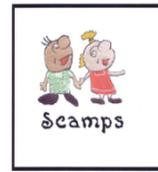
If you revoke your curtailment notice, you will remain on maternity or adoption leave.

If you are the child's father or the mother's or adopter's partner, you will only be able to take SPL once



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the mother or adopter has either returned to work early from their maternity or adoption leave or has given one of the following notices:

- A curtailment notice to their employer to end their maternity or adoption leave; or
- If they are not entitled to maternity or adoption leave but are entitled to SMP or SAP, a curtailment notice to their employer to end their SMP or SAP; or If they are not entitled to maternity leave or SMP a curtailment notice to the Department for Work and Pensions to end their MA.

Opting In To Shared Parental Leave

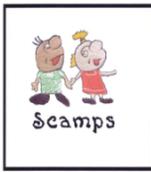
If you wish to take SPL, you must formally opt in to the SPL scheme by giving SCAMPS a notice of entitlement.

The written notice of entitlement must be given at least eight weeks before the date you intend your SPL to start and it must contain the following information:

- Your name and the name of the other parent.
- If you are the child's mother or adopter, the start and end dates of your maternity or adoption leave.
- If you are the child's father or the mother's or adopter's partner, the start and end dates of the mother's or adopter's maternity or adoption leave, or if they are not entitled to maternity or adoption leave, the start and end dates of any SMP, MA or SAP period.
- The total amount of SPL available.
- How much of that SPL will be allocated to you and how much to the other parent (you can change the allocation later by giving SCAMPS a further written notice).
- If you are claiming ShPP, the total ShPP available.
- How much of that ShPP will be allocated to you and how much to the other parent (you can change the allocation later by giving SCAMPS a further written notice).
- An indication of the pattern of SPL (and ShPP) you are thinking of taking, including the proposed start and end dates for each period of SPL – this indication is non-binding until a period of leave notice is given.
- The EWC and the child's date of birth or, in the case of adoption, the date that the adopter was notified of having been matched with the child for adoption, the date the child is expected to be placed for adoption and the adoption placement date.

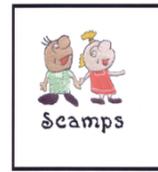
It must also include a signed declaration from you that you satisfy the eligibility conditions for entitlement to SPL and ShPP, that the information given in your notice of entitlement is accurate and that you will immediately inform SCAMPS if you cease to care for the child.

If you are the child's father or the mother's or adopter's partner, you must also declare that you are the child's father or the partner of the mother or adopter and that you will inform SCAMPS if the child's mother or adopter tells you that they have revoked their curtailment notice.



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Finally, your notice of entitlement must include a signed declaration from the other parent stating:

- Their name, address and national insurance number.
- They satisfy the eligibility conditions to take SPL.
- They consent to the amount of SPL that you intend to take.
- They consent to SCAMPS processing the information provided in their declaration.
- If you are the mother or adopter, that they are the child's father or your partner.
- If you are the child's father or the mother's or adopter's partner that they will immediately inform you if they revoke their curtailment notice.

If you give a notice of entitlement before your child is born or before the adoption placement date, you must inform SCAMPS of the child's date of birth or the adoption placement date as soon as reasonably practicable after the birth or placement and, in any event, before the first period of SPL that you wish to take.

It is up to you and the other parent to agree between yourselves how much SPL each of you will take and whether you want to take the time off at the same time or at different times.

Evidence of Entitlement

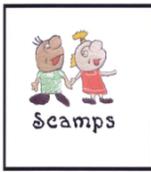
If requested by SCAMPS within 14 days beginning with the date on which your notice of entitlement was given, you must provide:

- A copy of the child's birth certificate (or, if you have not yet obtained a birth certificate, a signed declaration of the child's date and place of birth); and
- The name and address of the other parent's employer (or a declaration that they have no employer).
- You have 14 days to provide this information (14 days from the date of birth to provide a birth certificate if SCAMPS's request was made before birth).

In the case of adoption, the evidence that SCAMPS can request is one or more documents issued by the adoption agency showing the name and address of the agency, the date that the adopter was notified of having been matched with the child for adoption, the date on which the agency expects to place the child for adoption and the name and address of the other parent's employer (or a declaration that they have no employer).

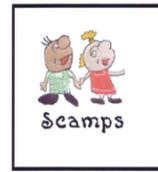
Notifying Your Shared Parental Leave Dates

Having opted in to the SPL system by giving us a notice of entitlement, you also need to give SCAMPS a period of leave notice telling us the start and end dates of the SPL that you intend to take. This can be given at the same time as your notice of entitlement or it can be given later, but it must be given not less than eight weeks before the start date of the first period of SPL requested in your period of leave notice. You can request more than one period of SPL in your notice. If given before the child is born or



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placed for adoption, the notice can contain start and end dates expressed as a number of days following the child's birth or adoption placement date, rather than specific dates.

You must also state in your notice the dates on which you intend to claim ShPP, if applicable.

You can give up to a maximum of three periods of leave notices. This may enable you to take up to three separate periods of SPL (although if you give a notice to vary or cancel a period of SPL, this will in most cases count as a further period of leave notice – see 'varying or cancelling your shared parental leave dates' below).

If your notice gives dates for a single continuous period of SPL, you will be entitled to take the SPL set out in your notice.

In general, your period of leave notice should set out a single continuous period of SPL. However, in some cases, SCAMPS may be willing to consider a period of leave notice where the SPL is split into shorter, discontinuous periods (with periods of work in between). Where your notice is for discontinuous SPL, if we are unable to agree to your request straight away, there will be a two-week discussion period to enable SCAMPS to consider your request and discuss it with you. SCAMPS may, at its absolute discretion:

- Agree to your requested pattern of discontinuous SPL; or
- Refuse your request as it was made but propose alternative dates; or
- Refuse your request.

If, by the end of the two-week discussion period, SCAMPS either agrees to your request for discontinuous SPL or agrees alternative dates with you, you will then be entitled to take SPL on the dates agreed.

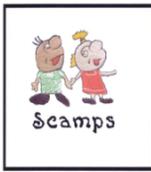
If, however, by the end of the two-week discussion period, we cannot reach an agreement with you on your requested pattern of discontinuous SPL, you will be entitled to take the full amount of SPL that you requested as a single continuous period to begin on the start date of the first period of SPL requested in your period of leave notice. Alternatively, you may:

- Withdraw your period of leave notice on or before the 15th day after it was given (in which case it will not be counted and you may submit a new period of leave notice if you wish); or
- Choose a new start date which you must notify to SCAMPS within five days of the end of the two-week discussion period (and this date must be at least eight weeks after your period of leave notice was given).

Varying or Cancelling Your Shared Parental Leave Dates

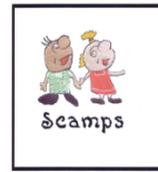
You can cancel a period of SPL by notifying SCAMPS in writing at least eight weeks before the start date in the period of leave notice.

You can vary the start date for a period of SPL, or the length of a period of SPL, by giving SCAMPS at



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least eight weeks' written notice of the variation before the original start date or the proposed new start date, whichever is sooner.

You can vary the end date for a period of SPL by giving SCAMPS at least eight weeks' written notice of the variation before the original end date or the proposed new end date, whichever is sooner.

However, you do not have to give eight weeks' notice if you are changing the dates of your SPL because your child has been born earlier than the EWC, where you wanted to start your SPL a certain length of time (but not more than eight weeks) after birth. In this case, please notify SCAMPS in writing of the change as soon as possible.

A notice to cancel or vary a period of SPL will count as one of your three periods of leave notices, unless:

- The variation is at SCAMPS's request;
- The variation is as a result of your child being born earlier or later than the EWC or being placed with you earlier or later than the expected placement date; or
- SCAMPS agrees otherwise.

Statutory Shared Parental Pay (ShPP)

ShPP of up to 39 weeks (less any weeks of SMP, MA or SAP claimed by you or the other parent – which must be at least two weeks) may be available during SPL provided you have been continuously employed by SCAMPS for at least 26 weeks ending with the 15th week before the EWC or the week in which the adopter is notified of having been matched with the child for adoption, you remain in continuous employment with SCAMPS until the week before the ShPP period begins and your average weekly earnings in the eight weeks up to and including the 15th week before the EWC, or up to and including the week in which the adopter is notified of having been matched with the child for adoption, are not less than the lower earnings limit for National Insurance contributions.

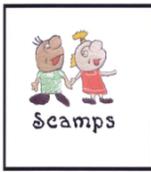
The weekly rate of ShPP is paid at a rate set by the Government for the relevant tax year, or 90% of your average weekly earnings if this is lower than the Government's set weekly rate.

ShPP is treated as earnings and is therefore subject to deductions of income tax and National Insurance contributions.

ShPP is paid into your bank account in the same way as salary is normally paid.

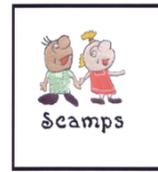
ShPP can start from any day of the week in accordance with the date you start your SPL. ShPP is payable whether or not you intend to return to work after your SPL.

It is important for ShPP purposes that you notify your Line Manager if, during the ShPP pay period, you are taken into legal custody or start work for another employer.



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Other Terms during Shared Parental Leave

During the period of SPL, your contract of employment continues in force and you are entitled to receive all your contractual benefits, except for salary. In particular, any benefits in kind (such as life assurance, private medical insurance, permanent health insurance, private use of a SCAMPS car or laptop and gym membership) will continue and contractual annual leave entitlement will continue to accrue.

Salary may be replaced by ShPP for some of the SPL period if you are eligible to receive it (see above). The remaining period of SPL will be unpaid.

During any period of paid SPL (i.e. when you are receiving ShPP), your pension contributions will be based on the amount of actual pay you are receiving whilst SCAMPS's contributions will be based on the salary you would have received had you not gone on SPL. You may wish to increase your own contributions to make good any shortfall whilst you are in receipt of less than your usual salary. However, unless the pension scheme rules or your contract of employment provide otherwise, SCAMPS will not make contributions during any period of unpaid SPL. Subject to the pension scheme rules, you may make member contributions during this time.

You are encouraged to take any outstanding annual leave due to you before the commencement of SPL. You are reminded that, as a general rule, holiday should normally be taken in the year that it is earned and therefore if the holiday year is due to end during SPL, you should try to take the full year's entitlement before starting your SPL: see the section on **Holiday** for further information.

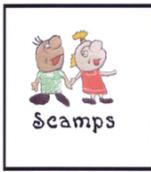
Contact during Shared Parental Leave

Shortly before your SPL starts, if necessary, SCAMPS will discuss the arrangements for you to keep in touch during your leave, should you wish to do so. SCAMPS reserves the right in any event to maintain reasonable contact with you from time to time during your SPL. This may be to discuss your plans for return to work, to discuss any special arrangements to be made or training to be given to ease your return to work or simply to update you on developments at work during your absence.

Shared Parental Leave in Touch Days

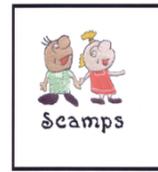
You may agree to work for SCAMPS for up to a maximum of 20 days during your SPL without that work bringing the period of your SPL to an end and without loss of a week's ShPP. These are known as 'shared parental leave in touch' (SPLIT) days. Any work carried out on a day constitutes a day's work for these purposes.

SPLIT days are in addition to any keeping in touch days that you may have taken during maternity or adoption leave.



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SCAMPS has no right to require you to carry out any work, and you have no right to undertake any work, during your SPL. Any work undertaken, including the amount of salary paid for any work done on SPLIT days, is entirely a matter for agreement between SCAMPS and you. Any SPLIT days worked do not extend the period of your SPL. Once the SPLIT days have been used up, you will lose a week's ShPP for any week in which you agree to work for SCAMPS.

Returning To Work

You are expected to return on the next working day after the end date of your SPL, unless you notify SCAMPS otherwise. If you are unable to attend work at the end of your SPL due to sickness or injury, SCAMPS's normal arrangements for sickness absence will apply (see the section on **Sickness Absence**). In any other case, late return without prior authorisation will be treated as unauthorised absence.

Whilst you are under no obligation to do so, it would assist SCAMPS if you could confirm as soon as convenient during your SPL that you will be returning to work as expected.

If you wish to return to work earlier than your SPL end date or you wish to extend your SPL (assuming you still have unused SPL entitlement remaining), the provisions above on 'varying or cancelling your shared parental leave dates' apply and your notice to vary will still constitute one of your maximum of three period of leave notices. Therefore, if you have already given us three periods of leave notices, you will not be able to end your SPL early or extend your SPL without SCAMPS's agreement.

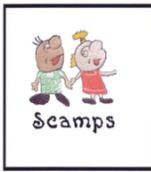
If you decide not to return to work at all after SPL, you must give notice of resignation as soon as possible and in accordance with the terms of your contract of employment. If the notice period would expire after your SPL has ended, SCAMPS may require you to return to work for the remainder of your notice period.

Your Rights On and After Return to Work

On resuming work after SPL, you are entitled to return to the same job as you occupied before commencing SPL on the same terms and conditions as if you had not been absent, provided that the total leave taken (including any time on maternity, paternity or adoption leave) amounts to no more than 26 weeks in aggregate, even if taken in discontinuous blocks.

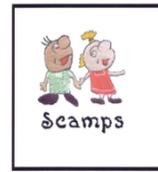
On resuming work after SPL where you have taken more than 26 weeks' leave in total (including any time on maternity, paternity or adoption leave), or you have taken a period of SPL in combination with more than four weeks of ordinary unpaid parental leave, again you are entitled to return to the same job as you occupied before commencing SPL on the same terms and conditions as if you had not been absent. If, however, it is not reasonably practicable for SCAMPS to allow you to return to the same job, SCAMPS may offer you suitable alternative work, on terms and conditions that are no less favourable than would have applied if you had not been absent.

If you worked full-time prior to your SPL you have no automatic right to return to work on a part-time basis or to make other changes to your working patterns. However, all requests for part-time work or

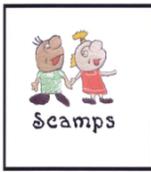


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020 8943 9313 enquiries@scampsteddington.co.uk

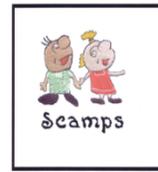


other flexible working arrangements will be considered in line with the operational requirements of SCAMPS's business. If you would like this option to be considered, you should write to your Line Manager setting out your proposals as soon as possible in advance of your return date, so that there is adequate time for full consideration of the request. The procedure for making a flexible working application is set out in the section on **Flexible Working**.



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FLEXIBLE WORKING

Overview

It is SCAMPS's view that the promotion of flexible working arrangements increases staff motivation, reduces employee stress, improves employee performance and productivity and encourages staff retention. SCAMPS implements the right to request flexible working set out in legislation.

The Statutory Right

Employees have a statutory right to request to work flexibly and to have their flexible working application dealt with in a reasonable manner.

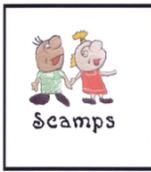
In order to make a request under the statutory right, you must have worked for SCAMPS for a continuous period of 26 weeks at the date your application is made. You must also not have made another request to work flexibly under the statutory right during the previous 12 months.

You can apply to vary the number of hours you work, the times you work or your place of work (between your home and SCAMPS's place of business). You may wish to apply for flexible working to accommodate caring arrangements, charity work, leisure activities, external study or for any other purpose.

The Procedure

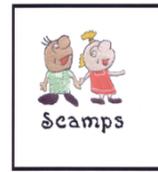
The following procedure will normally apply to flexible working requests:

- You should first make your request in writing to SCAMPS setting out the flexible working arrangement you seek.
- If necessary, SCAMPS will arrange a meeting with you to discuss the changes you have proposed, the effect of the proposed changes and any possible alternative work patterns that might suit both parties. You may be accompanied at this meeting by a work colleague.
- SCAMPS will consider your flexible working request and will make a practical business assessment on whether and, if so, how it could be accommodated.
- SCAMPS will notify its decision to you in writing. If SCAMPS accepts your request, it will write to you, establishing a start date and providing a written note of the contract of employment variation. If your application is refused, SCAMPS will explain the grounds for refusal and confirm the internal appeal procedure.
- Where a request is accepted, unless otherwise agreed, it normally constitutes a permanent change to your terms and conditions of employment. This means that you do not have the right to revert to your previous pattern of working at a future date. However, depending on the circumstances of the case, at its absolute discretion SCAMPS may be willing to agree to a temporary change to your terms and conditions of employment for



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a specified period only. In that case, you would then revert to your previous pattern of working after the specified period comes to an end.

- You may appeal against a refusal of your flexible working request within five working days of the decision. Appeals must be made in writing to SCAMPS and state your grounds for appeal. SCAMPS may then set up a meeting with you to discuss your appeal and you may be accompanied at this meeting by a work colleague. Whether or not an appeal meeting is held, SCAMPS will write to you to notify you of the outcome of your appeal.
- SCAMPS will notify you of its decision on your flexible working application within three months beginning with the date on which your application is made, or such longer period as may be agreed between SCAMPS and you. This decision period includes dealing with any appeal you make against a decision to refuse your flexible working request.

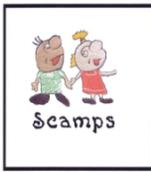
Grounds for Refusal

SCAMPS may refuse your application to work flexibly for one of eight business reasons. They are:

1. The burden of additional costs.
2. The detrimental effect it would have on SCAMPS's ability to meet customer demand.
3. SCAMPS's inability to reorganise work among existing staff
4. SCAMPS's inability to recruit additional staff.
5. The detrimental impact it would have on quality.
6. The detrimental impact it would have on performance.
7. The insufficiency of work available during the period when you propose to work.
8. SCAMPS's planned structural changes

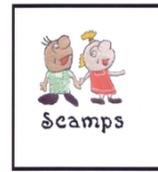
Although SCAMPS is committed to being flexible on working patterns for its staff, you must recognise that it may not be appropriate or possible for flexible working arrangements to apply to all jobs across all areas of the business. Each request for flexible working will therefore be dealt with individually on its merits, taking into account the likely effects the changes will have on SCAMPS, the work of the department in which you are employed, your work colleagues and SCAMPS's customers and clients.

This means that if SCAMPS agrees to one employee's flexible working request, this does not set a precedent or create a right for you to be granted the same or a similar change to your work pattern. For example, having approved one flexible working request, this may mean that the business context has then changed and may be taken into account when considering a second request from another employee against the above business reasons.



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GRIEVANCE PROCEDURE

Introduction

The object of the procedure is to provide you, if you consider that you have a grievance, with an opportunity to have it examined quickly and effectively, and where a grievance is deemed to exist, to have it resolved, if possible, at the earliest practicable opportunity. Most grievances can be settled informally with line managers and you should aim to settle your grievances in this way if possible.

This grievance procedure is **entirely non-contractual** and does not form part of your contract of employment.

Procedure

If a grievance cannot be settled informally with the relevant line manager, 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

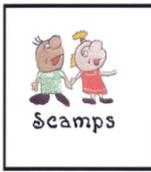
In the event of you having a formal grievance relating to your employment you should, in the first instance, put your grievance in writing and address it to your line Manager, making it clear that you wish to raise a formal grievance under the terms of this procedure. Where the grievance is against the line manager, the complaint should be addressed to an alternative manager. This grievance procedure will not be invoked unless the employee raises their grievance in accordance with these requirements.

A manager (who may not be the manager to whom the grievance was addressed) will then invite you to a grievance meeting to discuss the grievance and you have the right to be accompanied at this meeting by a trade union official, a trade union representative or a fellow employee of your choice. You must make every effort to attend the meeting. At the meeting, you will be permitted to explain your grievance and how you think it should be resolved.

Following the meeting, SCAMPS will endeavour to respond to the 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 SCAMPS's decision on the grievance and notified of your right to appeal against that decision if you are not satisfied with it.

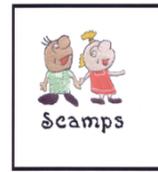
Stage 2

In the event that you feel that your grievance has not been satisfactorily resolved, you may then appeal in writing to a Senior Manager or to a Director of SCAMPS within five working days of the



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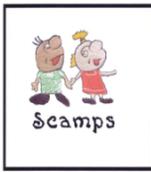


grievance decision. You should also set out the grounds for your appeal.

On receipt of such a request, the Senior Manager or a Director (who again may not be the person to whom the appeal was addressed) shall make arrangements to hear the grievance at an appeal meeting and at this meeting you may again, if you wish, be accompanied by a trade union official, a trade union representative or a fellow employee of your choice.

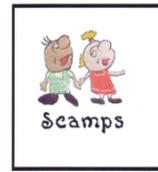
Following the meeting, the Senior Manager or Director will endeavour to respond to the appeal as soon as possible and, in any case, within five working days of the appeal meeting. If it is not possible to respond within this time period, you will be given an explanation for the delay and be told when a response can be expected. You will be informed in writing of SCAMPS's decision on your grievance appeal.

This is the final stage of the grievance procedure and SCAMPS's decision shall be final.



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DISCIPLINARY PROCEDURE

Introduction

Whilst SCAMPS does not wish 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. SCAMPS 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 SCAMPS to take action towards individuals whose level of behaviour or performance is unacceptable.

This disciplinary procedure is **entirely non-contractual** and does not form part of your contract of employment.

Minor faults will be dealt with informally through counselling and training. However, in cases where informal discussion 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.

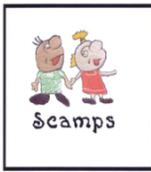
SCAMPS will notify you in writing of the allegations against you and will invite you to a disciplinary hearing to discuss the matter. SCAMPS will provide sufficient information about the alleged misconduct or poor performance and its possible consequences to enable you to prepare to answer the case. This will include the provision of copies of written evidence, including witness statements, where appropriate.

Having given you reasonable time to prepare your case, a formal disciplinary hearing will then take place, conducted by a manager, at which you will be given the chance to state your case, accompanied if requested by a trade union official, a trade union representative or a fellow employee of your choice. You must make every effort to attend the hearing. At the hearing, you will be allowed to set out your case and answer any allegations and will also be given a reasonable opportunity to ask questions, present evidence, call relevant witnesses and raise points about any information provided by witnesses.

Following the hearing, SCAMPS will decide whether or not disciplinary action is justified and, if so, you will be informed in writing of SCAMPS's decision in accordance with the stages set out below and notified of your right to appeal against that decision. It should be noted that your behaviour is not looked at in isolation but each incident of misconduct is regarded cumulatively with any previous occurrences.

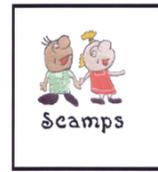
Stage 1: Written Warning

You will be given a formal WRITTEN WARNING. You will be advised of the reason for the warning, how



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you need to improve your 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 generally disregarded after six months, subject to satisfactory conduct and performance.

Stage 2: 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 set out the nature of the misconduct or poor performance, how you need to improve your 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 generally disregarded after twelve months, subject to satisfactory conduct and performance.

Stage 3: Dismissal

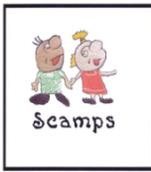
Failure to meet the requirements set out in the final written warning will normally lead to DISMISSAL with appropriate notice. A decision of this kind will only be made after the fullest possible investigation. Dismissal can be authorised only by a Senior Manager or a Director. You will be informed of the reasons for dismissal, the appropriate period of notice, and the date on which your employment will terminate and how you can appeal against the dismissal decision.

Gross Misconduct

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

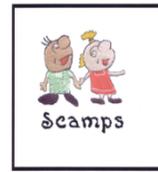
Examples of gross misconduct include:

- Any serious breach of child protection or safeguarding requirement as defined in the at the time current and applicable laws and guidelines.
- Theft, fraud, unauthorised possession of SCAMPS property, deliberate falsification of records or any other form of dishonesty.
- Offering, promising or giving a bribe or requesting, agreeing to receive or accepting a bribe or bribing a foreign public official in connection with employment.
- Wilfully causing harm or injury to another employee, physical violence, bullying or grossly offensive behaviour.
- Deliberately causing damage to SCAMPS's property.
- Causing loss, damage or injury through serious carelessness or gross negligence.
- Extremely serious insubordination.



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- Serious incapacity at work through an excess of alcohol or drugs.
- A serious breach of health and safety rules.
- Harassing or victimising another employee because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex and/or sexual orientation.
- Bringing SCAMPS into serious disrepute.

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

Suspension

In the event of serious or gross misconduct, you may be suspended while a full investigation is carried out. Such suspension will be on full basic pay. Suspension is a neutral act, which does not imply guilt or blame, and will be for as short a period as possible. Suspension is not considered a disciplinary action.

Appeals

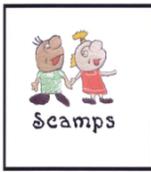
You may appeal against any disciplinary decision, including dismissal, to a Director of SCAMPS within five working days of the decision. Appeals should be made in writing and state the grounds for appeal. You will be invited to attend an appeal meeting chaired by a senior manager or a Director.

At the appeal meeting, you will again be given the chance to state your case and will have the right to be accompanied by a trade union official, a trade union representative or a fellow employee of your choice.

Following the appeal meeting, you will be informed in writing of the results of the meeting. SCAMPS's decision on an appeal will be final.

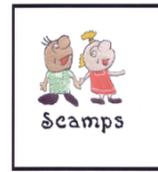
Employees with Short Service

This disciplinary procedure does not apply to any employee who has been employed by SCAMPS for less than two years.



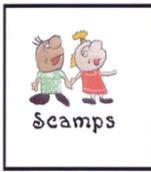
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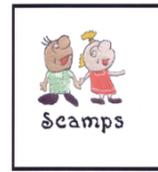
SUSPENSION POLICY

Under the terms of the disciplinary procedure, in the event of serious or gross misconduct, an employee may be suspended on full basic pay while a full disciplinary investigation is carried out. In addition to suspension in these circumstances, you may also be suspended on full basic pay where your line manager has reasonable concerns about your suitability and/or ability to carry out your job duties on health grounds and, as a result, he or she would like to obtain a medical report on your current state of health or medical confirmation that you are fit to continue working in your job role. SCAMPS owes all of its employees a duty to take care of their health and safety whilst they are at work and therefore any suspension of this nature will be a neutral act and a temporary measure to protect your health and safety and/or the health and safety of others in the workplace.



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REDUNDANCY POLICY

AVOIDING REDUNDANCY

Should circumstances arise where redundancy may be a possibility because fewer employees are needed to perform SCAMPS's work, the first steps SCAMPS will take will be to:

- Reduce overtime to a workable minimum.
- Restrict recruitment.
- Investigate measures such as short-time working and/or lay-offs.
- Investigate whether there are opportunities for redeployment to other departments within SCAMPS.
- Explore other methods by which desired cost cuts could be achieved.
- Explore whether there are any other options available in order to avoid redundancy.

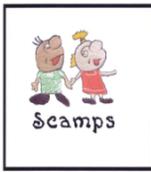
If redundancies cannot be avoided, SCAMPS will give consideration to asking for volunteers for redundancy. Whilst SCAMPS will aim to keep the number of compulsory redundancies to a minimum, the overriding consideration will always be the future needs of SCAMPS's business.

If the need for compulsory redundancies arises, the selection of employees for redundancy will be made solely on the basis of objective criteria. Those criteria will then be fairly, reasonably and consistently applied to the affected employees. Marking will be conducted by at least two members of SCAMPS's management team where-ever this is possible within SCAMPS.

The first issue SCAMPS will consider is the relevant pool for selection. In most cases, the pool will comprise those employees working in the area of SCAMPS's business where manning cuts are deemed by SCAMPS to be necessary. SCAMPS will consider not only the job descriptions of the potentially affected employees but also what functions they perform in practice.

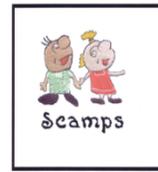
Once the relevant pool for selection has been ascertained, SCAMPS will then apply its chosen objective selection criteria. The selection criteria chosen will depend on the areas of SCAMPS's business where manning cuts are necessary and the future needs of SCAMPS's business. This means that if SCAMPS applies particular selection criteria during one redundancy programme, this does not set a precedent for future redundancy programmes. SCAMPS reserves the right to apply different selection criteria to each redundancy programme.

The chosen selection criteria will be capable of objective substantiation and verification by reference to evidence and data, such as personnel files, appraisal forms, skills audits, attendance records, time sheets and disciplinary records. In deciding which criteria will apply for a particular redundancy programme, the overriding consideration will always be the future needs of SCAMPS's business. This means that a particular criterion may carry more weight than another criterion, even though both criteria may be applied.



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The type of selection criteria that may be applied are:-

- Relevant knowledge and skills
- Relevant Qualifications
- Job Performance
- Achievement of targets
- Geographical Location
- Flexibility including the ability to transfer to a new location and or a different job
- Disciplinary record
- Attendance record (excluding absences relating to maternity leave, pregnancy related illnesses and disabilities)
- Timekeeping record
- length of service with SCAMPS

In deciding which criteria will apply for a particular redundancy programme, the overriding consideration will always be the future needs of SCAMPS's business. This means that a particular criterion may carry more weight than another criterion, even though both criteria may be applied.

Where an employee in the pool for selection suffers from disabilities, SCAMPS will ensure that they are not put at any disadvantage on account of the application of the selection criteria. SCAMPS will accordingly make reasonable adjustments to the selection procedure to remove any disadvantage that the disabled employee may otherwise have.

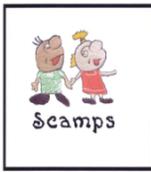
There will be full consultation with employees throughout the redundancy selection process. Employees will be notified in writing at the earliest possible opportunity of the reasons for the potential redundancy situation and of SCAMPS's proposals.

Redundancy Pay

Redundant employees who have a minimum of two years' continuous employment with SCAMPS will be entitled to be paid statutory redundancy pay, which is calculated according to the employee's age, length of service and gross weekly pay subject to a statutory maximum.

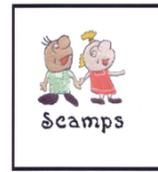
Voluntary Redundancy

If SCAMPS asks for volunteers for redundancy, invitations will be offered to all employees whose jobs are at risk of redundancy. The opportunity to volunteer for redundancy will be available for a defined period only. Employees who choose to apply for voluntary redundancy are not guaranteed to have their application accepted. SCAMPS has the absolute discretion to decide whether or not to accept an employee's application for voluntary redundancy. Where an employee's application is provisionally accepted, they will be notified of this in writing.



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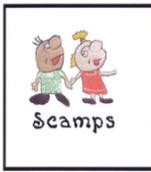
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Exclusions

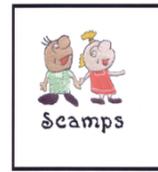
Except in respect of any statutory collective consultation obligations on SCAMPS, this redundancy policy does not apply to any employee who has been employed by SCAMPS for less than two years.

This redundancy policy has no contractual force and should be regarded as providing guidelines only.



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RESIGNATION

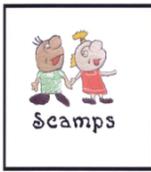
Should you decide to leave SCAMPS, written notice of your resignation must be given to your Line Manager. The amount of notice you are required to give to terminate your employment is set out in your contract of employment.

An early leaving date may be mutually agreed, at the absolute discretion of Senior Management and subject to the requirements of SCAMPS's business.

A copy of your resignation letter will be forwarded to a Senior Manager, who will formally acknowledge it, confirm your last day of employment and provide details of the final salary payments due to you.

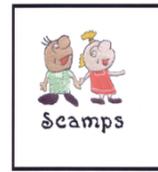
It is both unfortunate and expensive when an employee decides to leave SCAMPS. It is important that SCAMPS finds out the reason why to avoid losing staff in the future. Once an employee has resigned, they are more likely to give an honest input, which is invaluable to SCAMPS. Therefore, if you decide to leave SCAMPS, once you have officially handed in your notice, you may be asked to attend an exit interview and/or complete an exit questionnaire. This interview/questionnaire represents an ideal opportunity for us to gather information about why you decided to leave. With your permission, selected information gained from the interview and/or from your completed questionnaire will be discussed with your Line Manager. The aim of this is to ensure that any problem issues can be discussed and resolved before you leave.

Finally, on your last day of work it will be necessary for you to return to your line Manager any items of SCAMPS property which are still in your possession, such as clothing, equipment, keys, etc (see also the section on **Use and Return of SCAMPS Equipment in your contract**).



SCAMPS

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65A Strathmore Road Teddington TW11 8UH
020 8943 9313 enquiries@scampsteddington.co.uk

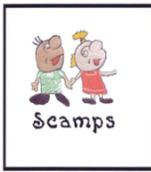


RETIREMENT POLICY

SCAMPS does not operate a normal retirement age and therefore employees will not be compulsorily retired on reaching a particular age. Instead, it operates a flexible retirement policy that permits employees to choose to voluntarily retire at any time.

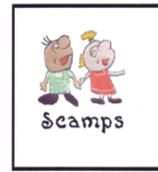
Employees should advise their The Managing Director as early as possible of their wishes in relation to retirement and they are required to give the period of notice of termination of their employment as set out in their contract of employment.

SCAMPS will work with its Employees to help and assist them in their retirement proposals. Any employee taking this step should contact {insert name}.



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INTELLECTUAL PROPERTY

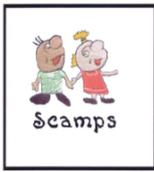
For the purposes of this section, 'Intellectual Property Rights' means patents, copyright, registered and unregistered design rights, discoveries, inventions, trademarks and other intellectual property rights throughout the world and applications for registration of any of the same.

During your employment, you are always under a special obligation to further the interests of SCAMPS in respect of Intellectual Property Rights.

You must promptly disclose to your line Manager in writing all Intellectual Property Rights originated, conceived, created, written or made by you alone or with others which may be of benefit to SCAMPS or which relate directly or indirectly to the business of SCAMPS (except only those Intellectual Property Rights originated, conceived, created, written or made by you wholly outside your normal working hours and which are totally unconnected with your job duties).

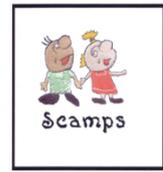
To the extent permitted by law, such Intellectual Property Rights shall be owned absolutely by SCAMPS and will so vest in SCAMPS and SCAMPS shall be entitled to make such additions, deletions, alterations or adaptations to or from any such Intellectual Property Rights as we shall in our absolute discretion determine. Otherwise, you agree to hold in trust for SCAMPS any such Intellectual Property Rights. You also agree to enter into all such documents and do all such things necessary or as SCAMPS may require to ensure, whether by assignment or otherwise, SCAMPS's ownership of the Intellectual Property Rights and you agree to waive all moral rights. You will not seek to register your own ownership of any such rights and neither will you be entitled to receive any additional payment in respect of any Intellectual Property Rights.

These provisions on Intellectual Property Rights remain in force notwithstanding the termination of your employment.



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EMPLOYEE REFERENCE POLICY

References for former SCAMPS employees

It is SCAMPS policy that in respect of references requested by potential new employers of current or former Scamps personnel, SCAMPS will only provide such written references as it is required to do so by law. This means that SCAMPS will confirm in writing the start and end dates of employment, and the positions held. However, SCAMPS will, at its discretion, give verbal references with more detailed information. Such verbal references will only be given by a SCAMPS Senior Manager.

References for new SCAMPS employees

SCAMPS will offer new employees a position subject to satisfactory references and a clear DBS check. SCAMPS reserves the right to contact former employers of the new SCAMPS member to get a verbal reference during any probationary period.