



EMPLOYEE HANDBOOK

Falcon Foodservice Equipment

Personal Responsibility:

This Employee Handbook will be updated from time to time to reflect the current law.

Issue Date	13th May 2013
Issue Ref Number	FFE/EH/STAFF/13/05/2013
Amended; 19	26/8/2014
ended; Section 11	26/2/2015
Amended; Section 4;6	1/6/2016
Amended various sections	01/12/2020
Amended various sections	07/02/2022
Amended section 3 & 17	25/07/2022
Amended section 10	08/11/2022

Falcon Foodservice Equipment Statement of Guiding Principles

Welcome to Falcon Foodservice Equipment.

We hope you enjoy working with us in our aim of keeping Falcon Foodservice Equipment as a market leader for quality, innovative and value for money products.

We recognise that we can only achieve our goals if the Company and all our colleagues work positively together. As part of our efforts to recognise the team needs, the direct labour workforce is represented by the G.M.B. under a Voluntary Recognition Agreement with the Company.

The Company seek to share in the success and rewards of a developing, growing, and profitable business. Many market demands and economic factors impact upon the business and in overcoming these we must all have a committed and flexible approach to delivering success.

In delivering success for everyone we recognise that we all have shared values, and that regular communication is essential to keep you informed of progress and issues within the business.

We aim to achieve this and work to develop the team objectives in a number of ways: -

1. Fairness

We will treat everyone fairly and with equal respect and understanding. Where decisions are made every effort will be made to ensure a full explanation is given to you.

2. Recognition

We recognise contributions from everyone in the business have value - be they from individuals, groups or the workforce as a whole.

We will listen to these points and give you prompt and timely feedback as well as regular updates on the issues raised along with general business interest issues.

We recognise that reward is merited for the ongoing achievement of quality product, output and ideas that further improve the flexibility, efficiency, and performance of the business.

3. Openness and Honesty

We will work together in an open and honest way, providing you with sufficient information and encourage your contributions and ideas that offer gain and improvement to the business and those that work within. We will be receptive to all comments and ideas and provide constructive feedback to all.

Equally we seek your support and respect in the day-to-day decision making and management of the Company.

4. Creativity

An ongoing and essential element of the business and the workforce is to encourage creativity of work and ideas, and to develop new processes and solutions from which we can all benefit.

Creativity will be encouraged from all within the business as part of our continual improvement and quality initiatives.

5. Enabling the Business and team to Succeed.

We recognise that training and resources are essential for the success and ongoing development of the business and team.

Equally, responsibility and authority must be respected in those who are tasked with working to the agreed guidelines, parameters and policies set by the Company.

6. Commitment and Target achievement

We believe that together the managers and team members will support our shared aims and will be committed to the successful growth and development of the company.

We will help overcome any barriers to this aim and involve others to ensure the right support and know how is available in achieving our goals and targets.

Above all we must collectively drive forward with a positive, efficient and 'Can Do' approach.

7. Responsibility

As a company, we believe that promoting these shared values will bring about a positive change and improvement for everyone.

With these objectives we aim to better motivate the team and through training, development and involvement help to retain and reward target achievement.

Equally we will be proactive in recognising the needs of all our colleagues' customers and neighbours to the business in addressing issues of Environmental, hygiene, and Health and Safety.

Finally, we hope to develop a closer trust and honest working partnership with you and that we can all take an element of personal responsibility and pride in delivering the success we all strive for.

A handwritten signature in black ink, appearing to read 'Peter McAllister', with a stylized, flowing script.

Peter McAllister
Managing Director

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Section 1: CONDITIONS OF ENGAGEMENT

Hereinafter the term 'Employee' will represent all personnel employed by Falcon Foodservice Equipment. References to workers, staff and hourly paid will all be regarded as 'Employees'.

Offers of employment are conditional upon receipt of satisfactory references.

Personal history and all details provided will provide the basis of your staff record.

Any employee who is found to have made a false declaration or given false information on their CV, application form or at interview may be subject to instant dismissal.

Section 2: DUTIES

All employees are required to carry out duties for which they are engaged and to accept reasonable alternative positions and responsibilities, at the appropriate skill level, if it is necessary for the Company's business that they do so.

The principal place of work for employees of Falcon Foodservice Equipment will be Wallace View, Hillfoots Road, Stirling, FK9 5PY or such other location where business is conducted in the name of Falcon Foodservice Equipment.

Section 3: ABSENTEEISM

Regular, punctual attendance is an implied term of every employee's contract of employment – we expect every employee to take responsibility for achieving and maintaining good attendance.

We will support employees who have genuine grounds for absence for whatever reason. This support includes:

- special leave for necessary absences not caused by sickness,
- access to counsellors where necessary
- rehabilitation programmes in cases of long-term sickness absence.

We will consider any advice given by the employee's Healthcare professional on the 'Statement of Fitness for Work'. If the advice is that an employee 'may be fit for work' we will discuss with the employee how we can help them get back to work – for example phased return, flexible hours, altered duties.

We will use an occupational health adviser, where appropriate, to help identify the nature of an employee's illness and also advise the employee and their manager on the best way to improve the employee's health and wellbeing.

The company's disciplinary procedures may be used where trigger points have been reached or if an explanation for absence is not forthcoming or is not thought to be satisfactory.

We respect the confidentiality of all information relating to an employee's sickness. This policy will be implemented in line with all data protection legislation and the Access to Medical Records Act 1988.

Section 4: ALCOHOL & DRUGS

Falcon recognises that alcohol and drug abuse related problems are an area of health and social concern. The Company also recognises that alcohol and drug abuse problems can have a detrimental effect on work performance and behaviour.

It is therefore Falcon policy that staff may not possess or consume alcohol or any unlawful drugs in the workplace during work time or during a period prior to work where the effects may carry over to work time. Special rules may apply in relation to alcohol e.g. at a Christmas party or when entertaining customers. In these circumstances any variation to the no-alcohol policy will be communicated in advance of the event. Employees using prescription drugs should inform their line manager if these may affect their performance at work.

Falcon recognises that a member of staff with alcohol or drug dependency problems needs help and support from the company. However the Company also understands that it has a responsibility to all of its employees and other stakeholders to ensure that any risks related to this are minimised.

Accordingly, Falcon policy involves two approaches which are not mutually exclusive.

- Providing reasonable assistance to a member of staff with an alcohol or drug abuse problem who has declared they have a problem and is willing to co-operate in treatment for that problem before this has led to a behaviour or performance issue.
- Disciplinary rules, enforced through disciplinary procedures, where use of alcohol or drugs affects performance or behaviour at work, and where either (1) an alcohol or drug dependency problem has not previously been declared or recognised or (2) where treatment is not possible or has not succeeded.

Section 5: CHANGE IN CIRCUMSTANCES

It is the responsibility of all employees to inform HR of any change of circumstances such as:

- a) Address
- b) Telephone number(s)
- c) Next of kin
- d) Disability requirement
- e) Technical qualifications, etc.
- f) Loss or suspension of a valid driving licence following conviction for motoring offences which prohibits an employee from carrying out their job.

Unless this information is correctly maintained it will not be possible for HR ensure that your interests are properly looked after.

Section 6: DISCIPLINARY PROCEDURE

Our Disciplinary Procedure is designed to help and encourage all employees to achieve and maintain acceptable standards of conduct, attendance, and job performance. This procedure applies to all employees. The aim is to ensure consistent and fair treatment for all.

Informal action will be considered, where appropriate, to resolve problems.

No disciplinary action will be taken against an employee until the case has been fully investigated.

For formal action the employee will be advised of the nature of the complaint against them and will be given the opportunity to state their case before any decision is made at a disciplinary meeting.

Employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary meeting.

At all stages of the procedure the employee will have the right to be accompanied by a trade union representative, or work colleague.

No employee will be dismissed for a first breach of discipline, except in the case of gross misconduct, when the penalty will normally be dismissal without notice or payment in lieu of notice.

An employee will have the right to appeal against any disciplinary action.

The procedure may be implemented at any stage if the employee's alleged misconduct warrants this.

Section 7: GRIEVANCE PROCEDURE

The grievance procedure is intended as the tool by which a member of staff may formally have a grievance, regarding any condition of their employment, heard by the management of the Company. The aggrieved employee has the right to representation by a Trade Union Representative or a work colleague, at any stage of the process.

In the event of a member of staff wishing to raise a grievance, it is preferable for the grievance to be satisfactorily resolved as close to the individual and their line manager as possible. It is understood however that this is not always possible and that a formal procedure is required to ensure the swift and fair resolution of matters which aggrieve Falcon employees.

Time scales have been fixed to ensure that grievances are dealt with quickly, however these may be extended by agreement.

This procedure is not intended to deal with:

- Dismissal or disciplinary matters which are dealt with in a separate procedure.
- Disputes, which are of a collective nature and which are dealt with in a separate procedure.

Stages of the Procedure

Stage 1

An employee who has a grievance, should raise the matter with their line manager / supervisor immediately either verbally or in writing. If the matter itself concerns the employee's immediate manager, then the grievance should be taken to their superior.

If the manager is unable to resolve the matter at that time, then a formal written grievance form should be submitted (see appendix 1). The manager should then respond within 2 working days (i.e., the managers normal working days) to the grievance unless an extended period of time is agreed upon by both parties. The response will give a full written explanation of the managers decision and who to appeal to if still aggrieved.

Stage 2

In most instances, the Company would expect the manager's decision to be final and for the matter to come to a close. However, in some circumstances the employee may remain aggrieved and can appeal against the decision of the manager concerned.

The appeal, to the manager next in line, must be made within ten working days of the original response to the employee's grievance. The appeal must be in writing (see appendix 2) and contain the original formal Grievance form. The line manager will attempt to resolve the grievance. A formal response and full explanation will be given in writing, as will the name of the person to whom they can appeal if still aggrieved, within 7 days.

Where the 'next in line' manager at this stage is the Director with responsibility for the employee's function, then the grievance should immediately progress to stage 3.

Stage 3

If the employee remains aggrieved there will be a final level of appeal to the Managing Director. This appeal must be made in writing (see appendix 3), enclosing a copy of the original Formal Grievance form, to the Managing Director within ten working days of receipt of the Stage 2 response. The Managing Director will arrange and hear the appeal with, where possible, another management representative and respond formally with a full explanation within 20 working days.

Where a grievance is raised against a Director then the grievance will be heard by the Managing Director.

There is no further right of appeal.

Section 8: EMPLOYEES PERSONAL PROPERTY (INC. VEHICLES)

The Company accepts no legal liability whatsoever for:

- any loss or damage which may occur to employee(s) clothing, mobile phone, or any other personal property when on Falcon premises.
- any loss or damage however caused to employee(s) vehicles when on Falcon premises.

Employees are at liberty to park their vehicles in the car parks provided. Vehicles authorised to park on Company premises must be parked in the designated area provided for such purposes. Any damage caused to Company property or to another vehicle by an employee must be reported to HR. The speed limit within the Factory premises for all vehicles must be strictly observed.

Request to Search:

Where it considers there is a reasonable cause to do so, and its reasons fully explained, the company may request the employee to voluntarily submit to a vehicle check in the presence of a witness. In the event there is no such agreement, the company may invoke its right to involve the police.

Section 9: FRAUD POLICY

Policy Statement:

It is important that the Group uses its income and resources in the most effective way for the production and distribution of high-quality products and services. AFE requires all staff to always act honestly and with integrity and to safeguard the resources for which they are responsible.

Context:

Our staff are fair and honest, but individuals can behave irresponsibly or break the law and as a result AFE has indeed, over time, been a victim of fraud. Examples of actions that are considered to be fraud are as follows (this list is not exhaustive):

- Theft of company property;
- Acceptance of goods or services as an inducement to giving work to any supplier;
- Falsifying expense claims;
- Forgery or alteration of documents;
- Destruction or removal of records;
- Disclosing confidential information to outside parties without authority for personal gain;
- Use of company assets and facilities for personal use.

Fraud Reporting:

The procedures to be followed where a fraud is suspected or detected are recorded in the Code of Conduct. Essentially where there is reasonable belief that fraud has occurred either the Group CEO or the Group Company Secretary can be contacted.

The following must not be undertaken:

- Contact the suspected individual in an effort to determine facts or demand restitution.
- Discuss the case facts, suspicion, or allegations with anyone outside the Company.
- Discuss the case with anyone within the Company other than the people listed above.

Investigation Procedure:

Internal Audit has responsibility for initiating and overseeing all fraud investigations and for subsequent follow-up work to be completed.

Investigation results will not be disclosed to or discussed with anyone other than those who have a legitimate need to know.

Any necessary investigative activity will be conducted without regard to any person's relationship to the Company, position, or length of service.

Conduct of Investigation:

Where an investigation is carried out by Internal Audit, it will be carried out with discretion and sensitivity. Those carrying out the investigation will confine themselves to investigating those matters which are the subject of or relevant to the suspected fraud.

The company reserves the right to use cameras and private detectives in the investigation.

The investigation will review the weakness in controls, quantify the loss and provide recommendations to address the control weaknesses. A written report will be prepared which states the facts discovered by the investigation.

If as part of the investigation the individual suspected of fraud is to be interviewed the interview should adhere to the guidelines identified within their disciplinary procedure. In the absence of a formally agreed procedure the following requirements must be observed:

- The purpose of the questioning must be clearly explained at the outset;
- The person conducting the investigation should be accompanied by a managerial colleague;
- The member of staff should be encouraged to exercise their right to be accompanied by a colleague;
- The meeting should be documented and form part of the investigation report.

Where investigations reasonably indicate fraudulent activity, as a result of the internal investigation the police will be contacted, with a view to securing a criminal prosecution.

It may be necessary to involve the police for other reasons, e.g., forensic evidence or to search premises. In all instances, contact with the police should be agreed with a Main Board Director and the Internal Audit

Manager.

The timing of a decision to involve the police will be dependent on facts emerging.

Once original documents are handed to the police they will not be returned. A copy should be kept of everything that is handed to the police.

Disciplinary Procedure:

Matters of alleged fraud, like other cases of misconduct, will be dealt with according to disciplinary procedures listed in this employee handbook.

At the initial hearing the member of staff needs to be clearly told that any comments made may be notified to the police and may become admissible in any subsequent legal proceedings.

The employee and the employee representative shall have access to information concerning the nature of the offence prior to the disciplinary hearing.

Where staff are exonerated, no further action should be taken.

Where an individual is judged to have committed an act of fraud, the manager conducting the disciplinary hearing will decide upon the appropriate action. Fraud is classed as Gross Misconduct and, if proven, subject to dismissal without notice. Subject to any dismissal the individual should be advised of their right to appeal against the decision.

Learn from Past Experience:

Where a fraud has occurred management must make any necessary changes to systems and procedures to ensure that similar frauds will not recur. The investigation may highlight where there has been a failure of supervision or a breakdown in absence of control. Where appropriate all Group companies will be advised of the fraud in outline and requested to ensure their controls are strengthened.

Recovery of Loss:

Where the company has suffered loss, restitution will be sought of any benefit or advantage obtained and the recovery of costs will be sought from the individual(s) responsible for fraud.

If an individual cannot or will not make good the loss, consideration should be given to taking civil action to recover the loss, subject to legal advice received.

Section 10: HOLIDAYS

Agreement to take holidays will reflect the needs of the business and customer requirements.

Holiday schedule 2023/2024

Spring week

Monday 10th April 2023 - Friday 14th April 2023

5 Days

Summer / Autumn

Between Monday 1st May 2023 - Friday 24th November 2023

15 Days

Christmas/ New Year

Finish Friday 22nd December 2023 – Return Friday 5th January 2024

9 Days

Floating Days

5 Days

April Spring holiday is a fixed week shut-down

Summer/Autumn holidays must be taken as weekly blocks.

DAYS OF HOLIDAY

1. The holiday year in the Company runs from 1 March in any year to the 28 (29) February the following year. Holiday dates are displayed on company notice boards. The company reserves the right to determine holiday dates.
2. All employees shall be entitled to 34 days of holiday per year (pro rata for part timers).
3. Employees are reminded that holidays must be agreed by their Manager with notice. Holidays should not be booked before having a holiday application agreed.
4. It is desired that the maximum flexibility be allowed in deciding the days of holiday. Production requirements should be regarded as of paramount importance in this respect.
5. All parties recognise the importance of full attendance at work and reduction of absenteeism and pledge themselves to ensure that normal working days, including those prior to and following, days of holiday are treated as full working days and are fully utilised.
6. An employee in the service of the Company at the commencement of the holiday year shall receive the full holiday entitlement, provided they remain in the Company's employment until the end of the holiday year. An employee joining after the beginning of the holiday year shall be entitled to holidays with pay, proportional to the employee's length of service in the remainder of the year. An employee leaving the Company shall be entitled to holidays with pay, or pay in lieu thereof, proportional to their length of service during the year, less any holiday already taken.
7. Depending upon the needs of the business, there may be a requirement for employees to take holidays out with the normal period. In such cases these holidays must be taken in agreement with the Departmental Manager.

PAYMENT FOR HOLIDAYS

1. Payment will be based on 34 days per annum
2. If due to illness / incapacity supported by a medical certificate, an employee is prevented from taking their holiday, they will be able to take the holiday at a later date at a time to be agreed by management. In accordance with the Working time directive, this applies up to a maximum of 28 days holidays where the employee has been prevented from using these in the existing year.

AGREED NOTES FOR GUIDANCE: DAYS OF HOLIDAY

The days of holiday will be reasonably spread throughout the year and normally arranged to include an annual summer holiday of not less than 10 days. The remainder of the holidays will normally be taken, where possible, in complete weeks. In order to satisfy business requirements, the Company may allocate certain holidays to individuals on a staggered basis.

It is our expectation that employees should take their full holiday entitlement each year.

More than two consecutive weeks holiday cannot be taken at any one time, except in special circumstances agreed by management.

Outstanding holidays cannot be carried forward to the succeeding holiday entitlement year unless the employee has been unable to take holiday due to sickness, as described above, or alternatively, in exceptional circumstances, e.g., they have been asked to cancel or delay a planned holiday due to business requirements.

Payment in lieu will not be made in respect of holidays not taken.

Section 11: HOURS OF WORK

The Company operates a core 37 hour, 5 day week structure. Individual hours, including shift working, are as stated in contract of employment. Employees are expected to be at their workstation at commencement time.

- Normal Staff hours are:-

08.30 – 16.30	Monday to Thursday
08.30 – 16.00	Friday
- Shop Floor and related Staff hours are:-

07.30 – 16.00	Monday to Thursday
07.30 – 12.30	Friday
- Rest Breaks:

There will be a paid morning tea break of 10 minutes duration from 10.00 to 10.10 each morning.

There will be a lunch break of 30 minutes duration from 13.00 to 13.30. This break is unpaid.

Where there is a requirement to take breaks out with these patterns, this will be in consultation with your departmental manager.

Section 12: INTERNAL RECRUITMENT

The Company Policy for filling vacancies is that suitable internal candidates with appropriate qualifications should have the opportunity of being considered for any advertised position. All vacancies will be advertised internally.

Section 13: PENSION - AFE GROUP

The AFE Group Pension Plan is a defined contribution scheme open to employees aged 18 or over who have completed 3 months continuous service with the company. Entry to the scheme is under Auto-enrolment.

Section 14: MOBILE TELEPHONE (PERSONAL)

Personal Mobile Telephones:

Mobile telephones are a danger on the shop floor and must not be turned on, or used, at any time in this environment. All shop floor employees should keep their mobile telephones in their lockers and must only use them during break times and then not on the shop floor. Employees who have Company mobile telephones or visitors who may have to cross the factory floor to get to offices should ensure their mobile telephones are deactivated. The only exception will be for external repair engineers who may be required to contact their offices to discuss a problem on a machine under repair and in such circumstances, prior permission of a Falcon manager must be obtained.

Whilst on the shop floor, individuals who have a mobile telephone on or about them, even if switched off, make or receive personal calls, e mails or texts on personal mobiles, media devices or landline telephones, outside of official break times, without the permission of their manager, will be subject to disciplinary action. As this is a health and safety issue it carries a zero tolerance status and anyone found to have breached this directive will be subject to disciplinary action, even if the mobile phone is switched off. Appropriate signage is posted on all entrances to the shop floor clearly identifying it as a 'no mobile telephone area.

Section 15: SALARY

Salary:

The details of your initial pay rate are set out in your contract of employment. You will be informed of any adjustments to the rate in writing.

Payment Method:

Salaries are paid monthly into a Bank or Building Society of your choice. Employees must check their pay slip when received and report any discrepancy to the administrator immediately.

Deductions from Pay:

The Company reserve the right to deduct any overpayment in the following month's wages. Deductions from an employee's pay, other than those in respect of statutory requirements, e.g. court order, suspension of Company Sick Pay or similar, will be notified to the employee.

Sickness Absence Payment:

Incapacity resulting from sickness or accident arising in the course of employment is linked to continuous service with the Company. Individual entitlement may be obtained by contacting the Human Resource Department.

Rates for Company Sick Pay are in line with the agreed Company Sick Pay structure.

Sickness Payment Criteria:

The Company will not be liable for the cost of any medical certificates unless authorised by them.

Authorised sick pay for the first 5 working days is classed as a self certified absence.

Sick pay rates are as determined through collective consultation and negotiation.

For the purposes of calculation of benefit entitlement, a year will be calculated in any rolling twelve month period. When benefit has been exhausted, no further benefit will be paid until the commencement of a new twelve month period.

Holiday Pay:

Annual salary includes holiday pay.

Section 16: SMOKING POLICY

By law Falcon Foodservice Equipment operates a no smoking policy which prohibits smoking in all areas of the building. Company vehicles are also no smoking zones.

Smoking and the use of E-Cigarettes will only be permitted in the designated areas situated in the area beyond the zebra crossing leading to the employee car park. The designated areas is in accordance with legislation and it should be noted that smoking in this area is permitted only during existing rest and recreation periods under the terms and conditions of employment. Smoking during the working day out-with these times

Any employee who fails to comply with this policy will be liable to disciplinary procedure. Counselling and advice is available to any employee who wishes to give up smoking.

This policy applies equally to e-cigarettes.

Section 17: TERMINATION OF EMPLOYMENT

Employees are entitled to receive notice of termination of employment in accordance with the terms of their contract of employment. Minimum statutory legislation is as follows:-

<i>Length of Service</i>	<i>Notice Entitlement</i>
1 week - 2 years	1 week
Over 2 years - 12 years	1 additional week for each year of service up to a maximum of 12
Over 12 years	12 weeks

Notice of termination will be confirmed in writing and, dependent upon the prevailing circumstances, may be either worked notice or pay in lieu of notice.

Employees are required to provide the Company with one week's notice of termination of employment or as detailed in their contract of employment. The statutory notice periods referred to above are, in all cases, minimum periods.

The above provisions will not apply in situations where gross misconduct is involved, as detailed in the Disciplinary Procedure.

Redundancy:

The first consideration of the Company is to maintain a balanced labour force with the skills available to operate efficiently. The Company will consult over redundancy criteria to be used in selecting employees for termination of employment.

Section 18: TIME AND ATTENDANCE

Employees are expected to be present for work at the normal starting times laid down.

An attendance record is kept for all employees. Each day the record is updated with details from the employee's clocking and other appropriate paperwork such as Statutory Sick Pay forms and Leave of Absence forms. It is of the utmost importance that employees complete the necessary standard forms in order that their record is updated correctly.

Failure to inform the Company of reasons for absence will be regarded as unauthorised absence and will not only result in a poor attendance record but will also lead to disciplinary action for breach of requirement to contact employer when absent from work.

Sickness Absence:

Please notify the absence as soon as possible after 7.30 a.m. on the first day of absence from work. You should telephone your Manager on their direct telephone line. Make a note of their number here - **01786 455**

Notification may either be by telephone or in person. In the event of an individual being unable to notify the Company, a representative may be elected to report the absence. In the event of the phone being unmanned, a machine will record your message and the following information should be given - name; department; reason for absence and expected date of return to work, if known. This will then be notified to the Human Resource Department and recorded in the Time & Attendance system.

Failure to comply with the above may result in non payment of Company sick pay. If absence continues beyond 7 consecutive days (including Saturday & Sunday) - a medical certificate is required as evidence of incapacity from the 8th day onward. The medical certificate can be issued by a GP, Nurse, Occupational Therapist, Pharmacist or a physiotherapist and should be sent directly to the H.R. Manager as soon as possible. The address for posting medical certificates is:-

H.R. Manager
Falcon Foodservice Equipment
Wallace View
Hillfoots Road
STIRLING
FK9 5PY

On return to work from sickness absence, all employees should report to their Line Manager for a return to work briefing. Final medical certificates validating a return to work by the employees' healthcare professional should be produced at this time. In addition employees will complete an Absence Statement Form to cover their first 5 working days of any absence. If the absence is due to an injury sustained at work the affected employee must ensure that this is reported at the earliest opportunity.

Sickness during working hours:

Where an employee becomes unwell during working hours they should report for assessment, in the first instance, to a First Aider. Following examination and treatment, they may be recorded as unfit for work and a report given to their Line Manager recommending, they be permitted to leave the site. In extreme cases employees will be escorted for further treatment at hospital. Where an employee is deemed fit for work following assessment and treatment they will be asked to return to their normal duties and may be monitored by the First Aider for a short period to ensure no recurrence of their condition. If an employee continues to suffer during the course of their work, they should again approach the First Aider for re-assessment. A list of First Aiders is posted on all Company notice boards. See Section on Time Recording for procedures attached to pass outs.

Sickness during holidays:

1. A worker whose employment is terminated before they have had the opportunity to take a period of annual leave entitlement due to sickness will receive payment in lieu at the appropriate rate of pay.
2. An employee can decide whether to take a holiday from statutory sick pay and enjoy paid leave at their normal rate, or wait until they have recovered and take whatever leave they have accrued during their period of incapacity. Employees electing to take holiday pay during periods of sickness do not then carry entitlement to further holidays paid at sick pay rate.
3. The Working Time Regulations allow carry-over of up to twenty eight days into the next holiday year where the employee is prevented from taking these during the current holiday year. Such leave must be taken in agreement with management to suit the needs of the business.
4. Any condition resulting in alleged loss of holiday must have a proper diagnosis and this can only happen if a formal medical certificate is provided, stating when and where the patient attended for treatment and that an examination was carried out. Such certification will be at the expense of the employee.
5. Patterns of absence, particularly those associated with repeated holiday sickness will be fully investigated. There may be disciplinary or performance issues to be addressed if someone is suspected of an attempt to carry out what would amount to fraud.

Occupational Health - Medical Referrals

The following is the structure adopted by the Company in pursuit of its legal obligation to do all that can reasonably be expected to safeguard the health and safety of those who work for them:

When the Company, in exercising a duty of care towards its workforce, believes it is appropriate for an employee to be referred for medical/occupational health assessment, then that employee has an obligation, under the rules of the Occupational Health Section of the Health and Safety Policy, to undergo an assessment by an Occupational Health Physician appointed by the Company.

Under the Access to Medical Health Records Act 1988, employees have a right to access to all medical records concerning them, whether generated by the employee's own doctor or by those responsible for their medical healthcare. The Company cannot access any information from the person(s) responsible for the employee's healthcare without first receiving written permission from the employee.

Where an employee refuses to attend for examination or make information available, the matter will be dealt with in accordance with the Company's Absenteeism Criteria and Attendance Management Procedures.

Failure to honour an appointment made for you without, in the view of the Company, reasonable excuse, may lead to suspension of Company sick pay.

Leave of Absence:

Leave of absence will be at the discretion of management and may in certain circumstances, be granted on application, with or without payment. Employees are requested to provide as much advance notice as the circumstances permit when making application for leave of absence.

Examples of reasons for leave of absence which would normally qualify for payment are: Bereavement Leave, Approved Course of Educational Study.

Leave of absence will be given for jury service and attendance at court as a witness but employees must claim their loss of earnings/expenses from the court and give details to Human Resource Department.

Leave of Absence in respect of the following will be in accordance with statutory legislation.

- Maternity
- Paternity
- Parental
- Adoption
- Dependant

Current entitlement may be obtained by contacting Human Resource Department.

Bereavement Leave:

Members of immediate family, spouse; child; sibling; parent or parent of spouse, where the employee requires attending to the funeral requirements, will qualify for up to a period five days' leave. Where responsibility for funeral arrangements falls elsewhere, the bereavement entitlement will be three days.

Employees will be entitled to 2 weeks' leave if they lose a child under the age of 18, or suffer a still birth from 24 weeks of pregnancy. Parents will be able to take the leave as either a single block of 2 weeks or as two separate blocks of one week each taken at different times across the first year after their child's death, depending on when they need it most.

Relationships not specifically covered within the above definition will be dealt with at management's discretion.

Section 19: TIME RECORDING

Employees are required to clock on and off the site each time they enter or leave. Clocking on/ off is required for recording of wages, security, safety in the event of a fire or other such incident and disciplinary procedures.

It is a serious offence to clock on or off 'the card' of another employee. Any employee found clocking, or otherwise tampering with, another employee's card will be liable to instant dismissal.

Employees must first seek permission of their manager and obtain a pass out slip before leaving the premises out with normal break times. Pass out slips must be deposited at Security prior to leaving the premises. Employees must clock off before vacating the site, for any reason.

Section 20: EMAIL AND INTERNET POLICY

Computers are a valuable resource to our business but if used inappropriately may result in severe consequences to both you and Falcon. Falcon is particularly at risk when you have access to the internet. The nature of the internet makes it impossible to define all inappropriate use. However, you are expected to ensure that your use of computers and the internet meets the general requirements of professionalism. Specifically, during any use of the computer or internet you must not:

- copy, upload, download or otherwise transmit commercial software or any copyrighted materials belonging to the company/firm or other third parties
- use any software that has not been explicitly approved for use by the Falcon
- copy or download any software or electronic files without using virus protection measures approved by the Falcon
- visit internet sites or download any files that contain indecent, obscene, pornographic, hateful or other objectionable materials
- make or post indecent, obscene, pornographic, hateful or otherwise objectionable remarks, proposals or materials on the internet
- make or post any comments which may bring the company into disrepute;
- reveal or publicise confidential or proprietary information (including personal data) about the Falcon our employees, clients and business contacts.

The following activities are expressly forbidden:

- the deliberate introduction of any form of computer virus
- seeking to gain access via the internet to restricted areas of the company's/firm's computer system or another organisation's or person's computer systems or data without authorisation or other hacking activities
- downloading corporate information onto portable media devices (such as USB drive or CD) unless management has expressly approved this activity
- uploading personal/private information (for example music, films, or photographs) from portable media devices (such as USB drive or CD) onto a local or network drive, unless management has expressly approved this activity.

Monitoring

At any time and without notice, we maintain the right and ability to examine any systems and inspect and review any and all data recorded in those systems. Any information stored on a computer, whether the information is contained on a hard drive, computer disk or in any other manner may be subject to scrutiny by the Falcon. This examination helps ensure compliance with internal policies and the law. It supports the performance of internal investigations and assists the management of information systems. In order to ensure compliance with this policy, Falcon may employ monitoring software to check on the use of the internet and block access to specific websites to ensure that there are no serious breaches of the policy. We specifically reserve the right for authorised personnel to access, retrieve, read and delete any information that is created by, received, or sent as a result of using the internet, to assure compliance with all our policies. Such monitoring will be used for legitimate purposes only.