

MVV Environment

MVV Environment Limited Employee Handbook

Your guide to working with MVV Environment



October 2009

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INTRODUCTION

MVV Umwelt GmbH (MVV)

MVV has entered the UK waste management market with a focus on long term residual waste treatment contracts with Waste Disposal Authorities, new merchant developments and acquisitions.

MVV is a wholly owned subsidiary of MVV Energie AG, a public utility and service provider, and is at the forefront of decentralised waste management and energy generation facilities. MVV is a leading German Energy from Waste (EfW) operator, ranked third in Germany. MVV currently operates and maintains six waste-fuelled power generation or combined heat and power plants in Germany: three residual waste EfW plants and three biomass (mainly waste wood) fuelled plants with a total thermal treatment capacity of around 1.6 million tonnes per annum. The company's residual waste EfW plants vary in size from 225,000 to 500,000 tonnes per annum and its biomass power plants are between 110,000 to 120,000 tonnes per annum. MVV operates an extensive steam distribution network in Mannheim also. Clients include German municipal authorities and commercial waste companies. Contracts are both long and short term. See www.mvv-umwelt.de.

Since 1997, MVV has invested around €600 million in facility upgrading and development across these six facilities.

MVV intends to grow in the UK in the following ways:

- as a bidder/developer and equity investor in waste PFI/PPP projects; and/or
- as an Operations and Maintenance contractor

MVV is looking to apply its extensive experience in the field of large scale EfW and biomass plant with combined heat and power to projects in the UK, and has already pre-qualified for several PFI project tenders. It is currently bidding on several major projects and looking to bid on more as they come to tender. It is also looking at merchant project opportunities. MVV has established a UK subsidiary company, MVV Environment Limited, through which all bids are managed, see www.mvvuk.co.uk.

This Employee Handbook is designed to provide information and guidance to the employees of MVV Environment Limited and supplements the provisions of each employee's personal contract. It represents the best of current practices in the UK waste management industry and we hope you will find it useful in your time with us.

Paul Carey

Holger Franke

October 2009

WORKING WITH US

Your working hours

Your working hours are outlined in your Statement of main terms of employment, which are given to you when you start work at MVV Environment.

We support the Working Time Regulations, the law that governs working hours which states that generally you should not work more than 48 hours per week. (This can be averaged over 17 weeks). For a lot of colleagues their normal working week is well inside this limit, however some of us chose to work longer hours and an opt-out is available. Your Line Manager can give you details.

Change of Personal Details

Although when you join MVV Environment we will have all of your personal details on file, it is important that you let us know of any changes. These include such things as change of address, telephone number, next of kin, marital status, etc. However, if you are unsure please ask your Line Manager for further details.

References

Your employment with MVV is subject to MVV receiving satisfactory references from your former employer(s) or other appropriate person. In the event that we do not receive satisfactory references you will be informed of this and MVV may bring your employment to an end with immediate effect (without notice) whether or not you have actually started work.

When you leave MVV's employment, a Director will normally provide a reference on your behalf to any prospective employer upon request. Open references are not normally provided.

Personal Information and Qualifications

In deciding to offer you employment with MVV, and continuing to employ you, we have relied on information you have provided to us during the recruitment process and more generally. You should be aware that disciplinary action may be taken against you in the event that:

- We have reasonable grounds to believe that any of the information you have provided is, or may be, untrue or misleading; or,
- You have not, or do not, bring something to the attention of MVV that may have a bearing on your employment (or your continued employment) with MVV.

Where appropriate, and particularly if it is a condition of your employment, we may require you to provide evidence of your formal qualifications in the form of certificates or diplomas. If requested, you should provide the master copy of these documents. A photocopy is not acceptable for our purposes.

You should ensure that you keep MVV up to date with any changes to the information you have provided and, in particular, it is essential that we have a current address and telephone number where you can usually be contacted.

You are reminded that you have the right to access (and correct) any information held by MVV concerning you on request from time to time in accordance with the provisions of the Data Protection Act.

Data Protection

You have the right under the Data Protection Act to see your personnel file and the records held by

us on you. Personal data about you (which may include your photograph) is held both physically and electronically. Ask your Manager if you want to see your file. Please note that whilst some data is held in printed form (eg employment contracts) most is held electronically.

It is necessary for us to hold Personal data about you to ensure that we can contact you if we need to, to enable the employment contract to be performed and to provide a record of your service and performance. Your consent to our collecting, storing, using, altering and destroying data is implied by your contract continuing. If information is incorrect, please let your Manager know. If you have other queries or comments about data handling you should refer to MVV's Data Protection Policy attached to this handbook.

EQUAL OPPORTUNITIES

Equal Opportunity Policy Statement

MVV Environment is an equal opportunities employer. It is our aim that the workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.

To that end, the purpose of this policy is to treat all employees and job applicants fairly and equally regardless of their sex, sexual orientation, marital status, race, colour, nationality, ethnic or national origin, religion, age, disability or union membership status. Furthermore we will ensure that no requirement or condition will be imposed, without justification, which could disadvantage individuals purely on any of the above grounds.

The policy applies to recruitment and selection, terms and conditions of employment including pay, promotion, training, transfer and every other aspect of employment with MVV.

We oppose all forms of unlawful and unfair discrimination and are committed to the implementation of this policy and to a programme of action to ensure that the policy is, and continues to be, fully effective. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

Overall responsibility for this policy lies with the Managing Director for Human Resources (Holger Franke) however all staff are required to comply with the policy and to act in accordance with its objectives, and the appropriate legislation, in order to remove any barriers to equal opportunity. At MVV Environment we believe that all employees have the right to be treated with dignity and respect at work and any act of discrimination by our employees, or failure to comply with the terms of this policy, will result in disciplinary action including summary dismissal in serious cases.

Harassment

We want to provide an environment that respects the dignity of individuals at work. Harassment of individuals based on any of the issues listed in the Equal Opportunity Policy statement is neither permitted nor condoned by us.

Harassment may involve unwanted/unnecessary physical contact, words, writing, or pictures; or isolation or non-co-operation, coercion, or intrusion by pestering or spying. Any behaviour like this will always be viewed extremely seriously, and a single serious incident can result in summary

dismissal for gross misconduct.

Grievance

If you believe that the Equal Opportunities Policy is not being followed and informal attempts to resolve the issue have failed or are inappropriate in the circumstances, you should raise the matter through this procedure.

You may always contact your Manager formally or informally, and in confidence if you wish, to discuss your situation. It is helpful to raise these problems at an early stage.

DUTIES

General standards

Your duties will be fully explained to you by your Manager. However we all have to be flexible in the work we do, and you are required to comply with any reasonable request to promote the smooth running of the business.

Basic standards required on a day-to-day basis are that you:

- Start work on time;
- Devote your time, attention and abilities during your working hours to Company business;
- Carry out your duties with diligence and reasonable expertise;
- Treat Company property with due care and avoid waste;
- Be courteous to customers, clients, colleagues and any others having business with MVV;
- Observe Company rules and procedures.

Your Conduct

Always treat colleagues, clients, customers, suppliers and anyone else with whom you come into contact in carrying out your duties with politeness and courtesy no matter how they treat you.

Client complaints are taken very seriously, do not hesitate to ask your Manager for help if a client becomes difficult so that the matter can be resolved promptly. Offensive language or behaviour by MVV's employees towards anyone will not be tolerated under any circumstances and will be dealt with through the disciplinary procedure.

Personal presentation

When working with us you represent MVV. General perceptions of the business will be substantially affected by the way we present ourselves. The way an employee presents him/herself should reflect MVV's professional image. We must all therefore maintain a high standard of personal appearance and personal hygiene while on duty.

When you are provided with overalls, uniforms or badges, wear them when you are on duty, and you should wear protective clothing, which is provided for particular duties.

While you are wearing clothes that connect you to MVV, you should behave appropriately.

Ask your Manager for guidance on suitable self-presentation, if you are unsure about what is appropriate. If you report for work while failing to meet standards of appearance not acceptable to your Manager, you may be sent home on unpaid absence until you report for work properly presented.

Eligibility to Work in the UK

We have a statutory duty to ensure that all new employees in our business have the right to work in the UK. We therefore require you to bring on the first day of joining an official recognised form of identification from which we will take a copy to hold on your personnel file. Forms of personal ID, which are acceptable, are:

- Your passport
- Birth certificate
- National Insurance Card
- P60

No other forms of ID are acceptable. You must bring the original with you a photocopy is not sufficient for our needs and will not be accepted. Anyone who cannot produce this form of original identification will not be allowed to start work until such relevant ID has been produced.

OUR BENEFITS

Bonus Scheme

One of our values is to be performance driven and to deliver stretching targets every year. The MVV Environment bonus scheme is a non-contractual, discretionary bonus scheme, which rewards the achievement of specific targets.

Business Expenses

All colleagues will be reimbursed for any reasonable out of pocket expenses that are incurred during the course of the work.

Employees who do incur expenses in the lawful performance of their duties may claim such reimbursement, which must be supported by valid VAT receipts. Switch or credit card receipts are not acceptable on their own, you should always ask for a proper VAT receipt, and if for more than one purchase, an itemised receipt.

For more information the Expenses Policy contact the Managing Director responsible for Human Resources.

Eyecare Vouchers

Any colleague who uses a computer screen as part of their duties is entitled to an eye test every 2 years, paid for by MVV.

You should contact your Line Manager for further information in the event you wish to arrange an eye text and complete it.

Pensions

We operate a stakeholder pension scheme. For full details please contact the Managing Director responsible for Human Resources.

Healthcare

Depending on your role you may be entitled to receive private healthcare, which will be detailed in your Statement of main terms of employment.

Health, Safety and Environment

Everybody working within MVV Environment has responsibilities under the Health and Safety at Work etc Act 1974 for their own safety. Colleagues also have a responsibility to follow the rules and safe systems of work that are put in place by MVV Environment to safeguard safety in the workplace. Everybody must ensure they do not endanger other people's health and safety at work by the things they do or don't do.

We will ensure that:

- You have a safe place to work.
 - You have safe systems of work to follow.
 - You are given appropriate training, information and supervision for your role.
 - All plant, equipment and substances that you use in the workplace are safe to use.
- You must take care of your own health and safety and ensure that others are not endangered by your acts or omissions.

All employees have a responsibility to:

- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work
- Co-operate with MVV so far as necessary to ensure that MVV health & safety policy is complied with
- Work safely and efficiently
- Report all accidents
- Adhere to safety procedures which are formulated to ensure a safe place of work
- Compliance with all signs, notices and warnings displayed within the premises

It is most important that you familiarise yourself with all guidelines and procedures relevant to your work. You must notify your Line Manager immediately if you discover an actual or potential health and safety hazard that cannot be, and/or is not, instantly rectified by you.

You must notify your Manager if you are taking any medication (prescribed or otherwise) which may affect the way you carry out your duties.

Any improper interference with any health and safety equipment or flagrant disregard of health and safety procedures may be regarded as gross misconduct.

Specific and additional health and safety policies will be updated from time to time and issue to you. You should read these and check which apply particularly to your area and be sure to follow the guidelines provided. If you believe that health and safety rules are not being followed by anyone you should report this immediately to your Manager or a Health and Safety Officer, and/or raise a formal grievance in accordance with the grievance procedure.

Homeworkers

Employees working from home must complete a risk assessment of their working environment and provide a copy of this to their Line Manager. You can do this by using this form (which is appended to the end of the Handbook).

Property

All property and equipment provided by MVV remains the property of MVV and must be properly installed and maintained in good and safe working order. Any damages must be reported to your Line Manager. Where damages or loss is caused by negligence or recklessness you may be asked to contribute in part or in full to any repairs or replacement.

Time keeping

It is intrinsic to an honest working relationship between employers and home workers that trust and confidence in complying with the relevant working hours exists. We trust that you will approach this facility with compliance and good will.

Confidentiality

All home workers must uphold MVV's confidentiality code and not disclose to any persons whatsoever, any information relating to MVV, its business affairs, client list, or any other information which may be deemed the property of MVV. It is essential that all documents are kept securely locked in an appropriate, fit for purpose, and that all hardware and software is properly protected against inadvertent access or deliberate access.

MVV reserves the right to inspect a home worker's premises at any time to ensure that these requirements are met.

MVV ENVIRONMENT MANAGEMENT SYSTEM (POLICIES AND PROCEDURES)

MVV operates a management system in order to manage safety in the workplace. The following operational Health and Safety procedures have been written to outline how MVV Environment operate.

These procedures form the backbone of how and why we will undertake our operations.

Personal Protective Equipment (PPE)

Personal protective equipment must be worn when on a MVV or customer's operational site. Make sure you know what you are expected to wear and how you clean and look after your PPE.

- Always wear the correct PPE for the work you are doing and the location you are working in.
- PPE must be maintained (e.g., cleaned, repaired or replaced) so it is in an efficient state. Report any defects to your Line Manager immediately.
- PPE is worn to control health and safety risks that cannot be avoided by any other practical means.

Mobile Phones and Driving

Mobile phones and radios are necessary for business use. However, they do present a distraction that must not be allowed to reduce a driver's concentration.

Using a hand held phone whilst driving is a criminal offence, breach of which is likely to result in a fixed penalty fine and/or conviction.

Hand held usage includes picking up a phone to speak, listen or access any sort of data (eg. text). It also includes a passenger holding the phone on your behalf.

You are responsible for the safe control of your vehicle and MVV requires all drivers never to use a handheld phone whilst driving, under any circumstances. It remains legal to use a hands-free kit, providing the phone is held in a fixed cradle and you are in full control of the vehicle. However, the distraction of using a hands-free mobile phone whilst driving may also contribute to the likelihood of an accident, so you should only use hands-free equipment when you consider it is safe to do so. MVV would encourage employees to divert calls to voice messaging as much as possible whilst driving.

No employee should feel obliged to make, answer or continue a call whilst driving. Using a hand-held phone whilst driving on MVV business is NOT permitted.

Failure to comply with these policies could lead to disciplinary action.

Alcohol and drugs

MVV is concerned about the health and welfare of all its colleagues and promotes a responsible attitude with regard to the consumption of alcohol amongst colleagues.

No colleague should operate plant or machinery whilst under the effects of alcohol or drugs. It is prohibited to consume alcohol on MVV premises (other than at special events and with prior authorisation from senior management).

Please inform your Line Manager if you are taking prescription medication that may interfere with operating machinery or motoring.

MVV Environment will treat alcoholism and drug dependency as a health problem and arrange for colleagues to seek professional assistance. Any discussions regarding alcohol or drug dependency problems will be treated in the strictest confidence. Please contact the Managing Director responsible for Human Resources.

Accident and Near Miss Reporting

It is compulsory that all employees report any accidents and near misses. All sites/offices have an accident book (usually located in the weighbridge) and near miss books are available on site to report situations that could have resulted in an injury or vehicle property damage.

MVV Environment has a positive safety culture and it is better to remedy a near miss than take action after a serious incident.

It is imperative that any unsafe practices or situations that could present serious or imminent danger are reported.

Talk to your Line Manager about how the process operates and where to get hold of the accident book.

Stress in the Workplace

Stress is defined by the Health & Safety Executive as “an adverse reaction people have to excessive pressure or other types of demands placed on them”. “Stress” is not the same as “pressure”. Pressure can be motivating and challenging and improve performance. Stress is negative and poses risks to health and wellbeing.

Colleagues should not be placed under undue stress to the detriment of his or her health and wellbeing. If you feel you are suffering from stress, seek help immediately and speak to the Managing Director responsible for Human Resources. Any discussions regarding stress will be treated in the strictest confidence.

STANDARDS OF BEHAVIOUR AND PERFORMANCE

It is our duty to behave in a reasonable and responsible way towards colleagues, our suppliers, visitors and customers. For that reason we have standards of behaviour which we must observe. In line with our disciplinary procedure, disciplinary action may be taken if general rules are not observed. Examples of general rules can be found below (this list of rules is not exhaustive):

Performance

- You are expected to show the skill or aptitude required for the job, especially where such skills are claimed or implied at the time employment commenced.
- To ensure maximum efficiency, you are employed on the basis that you must be prepared to undertake reasonable duties outside of your job description.

Misconduct

- You must comply with our values and behaviours at all times.
- You are not permitted to remove material including waste or equipment of any kind from MVV’s premises or any other place of work without prior written notice.
- MVV’s customer’s time, material or equipment must not be used for any unauthorised work.
- MVV reserves the right to ask colleagues to agree to submit their person or permit to being searched whilst on MVV’s premises, or at any time at the reasonable requirement of MVV.
- You must act in accordance with MVV’s Policies and Procedures.

Gross Misconduct

The following acts are examples of offences that may be considered gross misconduct and lead to summary dismissal (i.e. dismissal without notice). This list is not exhaustive:

- Fighting, physical assault, dangerous horseplay or aggressive behaviour.
- Failure to comply with the requirements and instructions of the Environment Agency, Scottish Environmental Protection Agency or other statutory/regulatory bodies, thereby causing damage to MVV’s reputation and standing.
- Theft, wilful damage or negligence that leads to damage to property belonging to MVV or other colleagues.

- Fraud or any other offence committed against MVV, which would be a breach of the law of the land.
- Attending work whilst being incapable due to being under the influence of alcohol or illegal drugs.
- Acts of gross negligence or misconduct involving careless or reckless driving whilst at work (including mobile plant).
- Breach of safety rules and/or any action, which seriously endangers the health or safety of a colleague, or any other person whilst at work.
- Receipt of bribes to affect the placing of business with a supplier of goods and services.
- Unauthorised access to or copying of any part of MVV's computer data software.
- Unauthorised access to or disclosure of any confidential information.
- Wilful refusal to comply with a reasonable management instruction

DISCIPLINARY PROCEDURE

Purpose

The purpose of the Disciplinary Procedure is to outline a recognised and consistent system to deal with any breach or alleged breach of the rules.

Aim

The objective is to emphasise and encourage necessary improvements in individual conduct. A full investigation will be undertaken into the circumstances of any disciplinary offence prior to the implementation of any disciplinary action. It may be necessary, dependent upon the nature of the offence, to suspend a colleague on full pay whilst the necessary investigations are completed. Any such period of suspension will be as short as possible and will be reviewed regularly whilst considering redeployment.

Disciplinary Action

The Disciplinary Procedure applies to all colleagues and covers all aspects of discipline and disciplinary dismissals. It is important that you read these notes carefully and, if in doubt as to what they mean, you should contact your Line Manager.

Minor misconduct, poor performance or minor breaches of rules will normally result in informal counselling or advice being given by your Line Manager. If that approach is not successful it may be necessary to use the formal disciplinary procedure.

At any stage of the Disciplinary Procedure you may be suspended, on full pay, whilst investigations are carried out. Any such period of suspension will be as short as possible and will be reviewed regularly whilst considering redeployment.

The following principles will generally be applied to disciplinary matters

- no disciplinary action will be taken until the matter has been investigated
- you will be advised in writing of the nature of the complaint against you and provided with any evidence
- you will be given the opportunity to put your side forward before any decision is made
- you have the right to be accompanied by a colleague or suitably qualified Trades Union official representative at the disciplinary hearing

- you have the right to appeal against any decision made
- the level of action taken will depend on the circumstances and seriousness of the issues
- disciplinary decisions will be confirmed in writing

We will invoke the Disciplinary process if there are grounds to believe that a form of misconduct has occurred.

Process

Investigations

Where a matter of concern or issue arises we will first investigate the matter before we decide on what is the most appropriate action to take. If you are interviewed in connection with an investigation into a disciplinary matter, you must co-operate fully and give a truthful and honest account.

Suspension

It may be necessary to suspend you from duty on full pay while an investigation takes place. This does not imply any guilt but may be appropriate in the circumstances, either to allow a 'cooling off' period, or simply to enable us to get on with the investigation or where the employee enters an appeal against any decision reached during the Disciplinary Hearing. If suspended you must remain available to be called into work at short notice, and to attend any further meetings that may be necessary.

Confidentiality

It is essential that all matters discussed during any disciplinary, appeal or grievance process, are kept confidential. To this extent we require complete confidentiality from anyone participating in any of these processes. Failure to comply with this requirement is of itself, potentially, a misconduct offence.

Disciplinary Hearings

Following the investigation you will be informed if we believe there is a disciplinary case to answer, or not. If the outcome is that there is a case to answer you will be informed of the date on which the disciplinary hearing has been scheduled, the nature of the allegations and provided with copies of any supporting evidence for discussion at the hearing.

We will write to you stating:

- The time, date and location of the disciplinary hearing;
- the allegation(s), including, where appropriate, the evidence that will be relied upon at the hearing (both parties must give 24 hours notice of fresh evidence);
- who will attend and in what capacity; and
- notice of the right to be accompanied by a fellow colleague or trade union representative.

The disciplinary hearing will be scheduled to allow a colleague a minimum of 5 days notice.

Where possible decisions on whether or not a disciplinary sanction will be imposed will not be made until the end of the disciplinary hearing and you have had the opportunity to fully respond to the allegations. Any sanction will be confirmed in writing together with the right to appeal.

Employee Witnesses

You have the right to be accompanied at any disciplinary, appeal or grievance hearing by a companion from the workplace or a suitably qualified Trades Union official. Your companion may address the hearing and confer with you, but may not answer direct questions to you, on your behalf. An independent Manager or another senior employee will accompany the Disciplinary, Appeal or Grievance Manager, to take notes and keep a record of proceedings.

Notes of the hearing

MVV note-taker will take notes at any disciplinary, appeal or grievance hearing and copies will be provided to all parties at the end of the hearing to read and sign off as an accurate record of the proceedings. If you wish your companion to take notes of the meeting, that is permitted but the same rule will apply, that copies should be taken and the notes signed off and agreed at the end of the meeting. We do not permit any tape recording of disciplinary, grievance or appeal hearings.

Outcome of Disciplinary hearing

Disciplinary action may take one of the following forms depending on its seriousness. The following possible outcomes can apply following a disciplinary hearing:

Disciplinary Action	Record	Active Life of Warning (Months)
No disciplinary action taken		
Oral Warning	Written record of offence with brief details made in your Personnel file and signed by person issuing warning.	6
Written warning	As above but copy of the actual warning given to you and copy retained in your personnel file.	12
Final Written Warning	As written warning.	12
Dismissal (with or without notice)	Notified in writing of reason for dismissal, and full details together with a copy of the letter retained in your personnel file.	N/A

Upon the issue of a final written warning, you will be advised that any further breaches of the rules, even if this is not connected to the warning issued, will – other than in exceptional circumstances – result in dismissal.

The actual penalty chosen will depend on the seriousness of the matter, any previous discussions or warnings, any mitigating factors and any other relevant circumstances. It is important to note that disciplinary action can be taken at any level (up to and including dismissal) in a particular case, depending on our view of all the circumstances and the seriousness of the issue. It is **NOT** a term of your contract that you will receive any or any number of warnings before dismissal.

Right of Appeal

Colleagues are entitled to appeal against any disciplinary decision taken against them.

An appeal against any disciplinary decision must be notified in writing, stating the reason for appeal, to the manager appointed to conduct the appeal, within 5 working days of receiving written notification of the outcome.

The appeal will be considered as soon as practicable and will be an opportunity to review the matter fully.

A colleague is entitled to have another colleague or trade union representative present at any or all stages of the procedure. An appeal hearing concludes the Disciplinary Procedure.

Records of warnings will cease to be used in any further disciplinary action after the expiry time period indicated.

MANAGING PERFORMANCE

We aim to deal with all cases of under performance in a fair and consistent manner. Where necessary, you will be provided with training, support and assistance to give you every opportunity to reach the expected standard in a reasonable timescale. Where this is not successful we recognise that in order to maintain the necessary standards across MVV formal action under this procedure must be taken.

It is the responsibility of all Line Managers to ensure that you are aware of the required standards throughout your employment. This may include setting yearly objectives during the appraisal process, agreeing site targets or working standards and ensuring you understand your day to day duties as outlined in your role definition. Where there is a breach in the expected level of performance the Performance Management Procedure should be invoked.

A full investigation of your performance will take place before any formal action is taken against you and any action taken will be explained in writing.

Every attempt will be made to resolve performance issues without unreasonable delay and timescales are given throughout the procedure to enable us to do this. However, timescales may be extended with prior agreement from all parties involved in the procedure.

LEAVE AND ABSENCE

Pregnancy and Maternity, rights and pay

The Employment Act 2002 as amended by the Work and Families Act 2006 provides certain entitlements and protection to women during and after pregnancy.

The following information is given for your guidance only and does not grant rights beyond those provided by statute.

Notification of Pregnancy

You should let us know in writing about your intention to take maternity leave and the date you would like to start your leave. This must be no later than the end of the 15th week before the expected week of childbirth (EWC). Within 28 days after receiving your notification we will confirm the date you will return from maternity leave. If you wish to return to work early whilst on maternity leave you must give 8 weeks notice.

Health & Safety

As part of the risk assessment obligations, we are obliged to review those risks within the work environment that relate to new and expectant mothers. Any risks identified should be removed or alternative arrangements made. For these reasons it will be beneficial if you inform your Line Manager as soon as possible if you find you are pregnant.

Ante-natal care

You are entitled to reasonable time off work with a pay to attend antenatal care. If requested, you must provide a certificate of pregnancy and a copy of your appointment card.

Compulsory maternity leave

You are legally prohibited from working during the two weeks immediately after birth; this is known as "compulsory maternity leave". This is considered part of your ordinary maternity leave period.

Ordinary maternity leave (OML)

All colleagues regardless of their length of service or contract status are entitled to 26 weeks OML. OML cannot begin earlier than the 11th week before the EWC. As long as you qualify, statutory maternity pay (SMP) will be paid during the period of OML.

Additional maternity leave (AML)

AML begins at the end of the OML and is for another period of 26 weeks. There is no qualifying period of employment for AML.

Statutory maternity pay (SMP)

If you stop work and meet the following conditions you are entitled to receive 39 weeks statutory maternity pay.

You must:

- Have been continuously employed for at least 26 weeks ending with the 15th week before the EWC
- Have average weekly earnings of not less than the lower limit for the payment of National Insurance contributions
- Tell us that you intend to take maternity leave and the date of such leave will commence no later than the 15th week before the EWC
- Provide medical evidence of the EWC; this is usually the MAT B1 certificate

For the first 6 weeks SMP is payable at a higher rate (equivalent to 90% of earnings) and for the remaining 33 weeks at a lower statutory level (normally increased in April each year) or 90% of earnings if this is less than the lower earnings limit for the payment of National Insurance contributions.

If you earn less than the lower earnings limit for National Insurance contributions and do not qualify for SMP you may qualify for maternity allowance.

MVV Maternity Pay

In addition to SMP we may provide benefits to all women who have worked for MVV Environment for 12 months at the commencement of maternity leave.

Providing you qualify, for the first 13 weeks of maternity leave you will receive full pay less any payments received for SMP. This is paid on the specific condition that at the end of maternity leave you will return to work, to your original job on the same hours as before your maternity leave commenced, for a period of 13 consecutive weeks.

If you do not return to work for the 13 weeks (at the same hours as before) you will have to pay back the proportion of maternity pay over and above the statutory entitlement.

Sickness Prior to Maternity Leave

Ant pregnancy related sickness in the 4 weeks before the EWC may trigger your period of maternity leave and maternity pay to begin.

Failure to Return

MVV maternity pay is paid on the understanding that the woman will return to work after the baby is born for a period of at least 13 weeks. If she does not return she will have to pay back the proportion of maternity pay over and above the statutory entitlement. For more information please contact the Managing Director for Human Resources.

Notification to Return

If you intend to return to work at the end of your agreed maternity leave you will not have to give us any further notification. However, if you wish to return to work before the end of your maternity leave you must provide at least 8 weeks notice of your new return date.

Returning to work

You will normally return to your own job. However if this is not possible – for example, as a result of reorganisation – you will be offered a suitable alternative position.

Rights and benefits on return to work will be the same as those enjoyed prior to the period of absence, subject to changes arising from, for example, annual pay award etc. Maternity leave will count as service with MVV.

Benefits

During OML all contractual benefits continue except remuneration; if you qualify you will receive SMP rather than your normal salary. However, during AML, although your contract of employment remains, terms and conditions are limited.

If you are a member of the pension scheme, pension contributions are payable for the first 30 days starting on the first day of maternity leave. On return to work you will have the following options:

1. Make additional contributions to the scheme in order to prevent a break in service.
2. Not to do anything further, in which case there will be a break in pensionable service.

Any deductions normally taken from salary will automatically cease on reduction to nil pay e.g. trade union subscriptions, charity aid, etc.

If you wish to continue any particular payments you should let us know in order to make alternative arrangements until deductions can be resumed.

Keeping in touch days

You may agree with your Line Manager to arrange up to 10 keeping in touch days during your maternity leave without losing your entitlement to SMP. Keeping in touch days can be used to update you on changes happening at work or to facilitate occasional training to help you on your return to work after maternity leave.

Dependants Leave

Employees are entitled to reasonable time off for urgent incidents of real need involving a dependant, who is a member of the immediate family or someone for whom there is primary caring responsibilities, or where you are the only person who can provide assistance in a serious emergency.

The entitlement of time off in such circumstances is limited to what is reasonable to deal with the immediate problem and sort out any longer term arrangements.

Although you are not entitled to payment for this time off, we may consider payment at our absolute discretion.

Parental leave

If you have 1 or more year's service you are entitled to up to 13 weeks leave for the purpose of caring for each child. This entitlement must be exercised within 5 years of the birth or adoption of a child; in the case of adoption, the entitlement will not apply past the 5th anniversary of the child's placement or the child's 18th birthday, whichever occurs sooner. Leave in the case of a disabled child can be taken at any time up to the child's 18th birthday and in this case the amount of parental leave available is 18 weeks.

Leave must be taken in a minimum of 1 week blocks (apart from where a child is disabled) and is limited to 2 weeks leave at any one time. For reasons of business efficacy and fairness to all employees, we do not permit as a matter of policy that this can be added to booked periods of annual leave. You must return to work for a period of not less than 2 weeks between blocks of leave.

Maximum parental leave entitlement is 4 weeks leave in a year for each child.

You must provide at least 21 days notice stating the dates on which your parental leave is to begin and end. Leave may be postponed, apart from leave taken immediately after the birth or adoption, depending on the needs of MVV.

You are not entitled to payment for this time off.

ABSENCE AND TIMEKEEPING POLICY AND PROCEDURE

This procedure is designed to give guidance to colleagues to help manage attendance at work in a fair and consistent way across MVV.

We seek to ensure that absence is, wherever possible, kept to a minimum whilst treating colleagues affected by sickness in a sensitive manner. Every effort will be made to assist recovery and safeguard the employment of those who are sick. However, we recognise that sickness absence has a significant impact on the costs of MVV and therefore it needs managing effectively.

Reporting procedures

You must notify your Line Manager as soon as possible if you are sick, normally within 30 minutes of your scheduled start time. You should state the reason for your absence and give an indication of the likely duration of your absence. You should only ask someone else contact the Managing Director responsible for Human Resources on your behalf if it is impracticable for you to do so. Failure to notify your Line Manager on the first day of absence and at regular intervals thereafter until your return to work, may result in sick pay being withheld and disciplinary action being taken.

The Managing Director responsible for Human Resources is responsible for monitoring and managing absence and where possible will conduct a return to work interview on the first day back after any period of absence.

Statutory Sick Pay

You will be paid such SSP as you are entitled to under current rules and at the current rate. A qualifying day for the purpose of SSP is a day when you would ordinarily work. If you work varying days then your qualifying days will be the days you were scheduled on a rota to work.

To qualify for statutory sick pay (SSP) you must be earning enough each week to be paying National Insurance Contributions.

MVV Sick pay

At our entire discretion MVV will provide additional benefits over and above any entitlement to Statutory Sick Pay. In certain cases payments for sickness absence are not made before the expiry of 3 waiting days. Where this applies it will be explained in your Statement of main terms of employment.

Period of continuous service	Period of sickness allowance (months)	
	Full pay	Half pay
Not exceeding 4 months	1	0
Exceeding 4 months but not exceeding 1 yr	1	2
Exceeding 1 yr but not exceeding 2 yrs	2	2
Exceeding 2 yrs but not exceeding 3 yrs	3	3
Exceeding 3 yrs but not exceeding 4 yrs	4	4
Exceeding 4 yrs but not exceeding 5 yrs	5	5
Exceeding 5 yrs	6	6

Periods of sick pay are calculated on a rolling 12 month basis and any payments made are based on contractual earnings. Where you exceed your entitlement to MVV sick pay, SSP may apply for up to a maximum of 28 weeks.

If you are absent after receiving a formal notification of the time and date of a disciplinary hearing, you may not receive MVV sick pay in respect of that period of absence. Our Sick Pay Scheme does not prevent us from terminating your employment prior to the expiry of the entitlement.

You will accrue holidays when we are in receipt of a sick note or self-certification.

Sickness certification

No payment can be made for any intervals of sickness absence that are not covered by appropriate certification. The following certification is required:

- For the first 7 days of sickness absence (including weekends) a Self Certification Form (SC2), Absence Record Form or doctor's certificate must be submitted to MVV.
- Thereafter a doctor's certificate must be submitted within 4 days of issue immediately to your Line Manager. Failure to do so may result in sick pay being delayed or withheld and disciplinary action may be taken.

You must inform your the Managing Director responsible for Human Resources when a sick note/self-certificate expires so that we are aware of your date of return.

The Absence Record Form can be obtained from the Managing Director responsible for Human Resources and should be completed for all periods of absence including holidays. Where the reason is for sickness, the form should be completed immediately following your return to work.

Absence on the grounds of sickness for a period of 24 hours immediately preceding or following a public, statutory or annual holiday will be treated as unauthorised unless supported by a doctor's certificate or authorised Absence Record Form.

Whilst you are absent you are required to act sensibly and honestly and to do your utmost to facilitate a speedy return to fitness and to return to work. MVV would not normally expect you to participate in any sports, hobbies or social activities which are in any way inconsistent with your illness or injuries, or which could aggravate your illness or injury or which could delay recovery.

We would also not expect you to undertake any other employment whether paid or unpaid, or to engage in any work around the home in terms of home improvement or the like, or to engage in any other activity which is inconsistent with the nature of your illness or injuries.

You may be contacted at home during any period of sickness absence and a Director may make arrangements to see you at home or work, at a time reasonably convenient to you.

Unauthorised absence

Unauthorised absence may lead to sick pay being withheld and disciplinary action being taken in accordance with MVV Disciplinary Procedure and may result in dismissal.

Any absence without a reasonable explanation and failure to return to suitable alternative duties could result in disciplinary action being taken.

Giving incorrect information on a self-certificate will be dealt with via our Disciplinary Procedure and may be grounds for summary dismissal.

If you have been absent due to sickness and it is found you have not been genuinely ill, you will be subject to disciplinary action that could result in dismissal.

Recovering payments from third parties

If absence results from an accident that may result in damages being received, sickness payments are made subject to you agreeing to refund from damages the amount of sick pay or the proportion represented in the amount of damages received.

Withholding sick pay

MVV sick pay will not be paid for accidents resulting from participation in professional sport, or in cases where the sickness results from or is attributable to your misconduct.

Counselling services

We may provide a counselling service to offer support to your welfare. You are permitted to use this service when required. We may encourage colleagues to use the service as part of our absence management programme.

Medicals and Occupational Health

We may require you to submit to a medical examination and/or health assessment by a certified practitioner if this is considered appropriate, at our expense. This will help us assess any requirements or reasonable adjustments we may need to consider to enable you to return to work and carry out your duties. We may ask for a report from a doctor, consultant, occupational health specialist, or other medical practitioner/specialist, appropriate to the situation. We may also request your permission for a medical report from your own doctor. Refusal to agree to a medical examination will lead to disciplinary action and in some cases may lead to your dismissal.

Where we wish to obtain a medical report you will first be asked for your written consent and given your rights under the Access to Medical Reports Act 1988.

Disability

MVV is aware of its obligations and duties for those employees suffering from disabilities, which may have an adverse effect on their day-to-day activities. In these circumstances we may consult with you as to what arrangements can be made to help you at work and to this end we would require your full co-operation. If you are diagnosed to be suffering from any potentially long lasting condition or illness, whether or not your symptoms impact on your daily life at the early stage, you should speak to your Manager so that we are aware and if appropriate, can explore such steps with you to enable you to carry out your job.

Industrial injury/accident

If you become incapacitated for work by reason of injury sustained, or disease contracted in the actual discharge of your duties, and specifically attributable to the nature of your duties (and not being wholly or mainly due to serious aggravated by your own serious and culpable negligence or misconduct), then payments will be made in accordance with MVV Sick Pay Scheme, when the following conditions have been complied with:

- Certification of absence due to industrial disease or accident should be made in accordance with the procedure for reporting sickness.
- Any accident/incident arising out of, and in the course of employment with us must be reported and recorded properly in the accident report book and an accident form completed within 24 hours, in accordance with the procedures laid down by our health and safety procedures and the HSE's regulations.
- The accident/incident has been fully investigated and recorded by appropriate management.
- Where you seek medical advice about an illness that is suspected or alleged to have resulted from an accident/incident or the nature of your own employment, you should report this at the first opportunity.
- In the case of the first and any subsequent absence due to industrial disease or accident, you will be required at any time during the absence, if requested by management, to attend a medical examination by a registered medical practitioner nominated by MVV. In the event that our doctor is not satisfied that the absence is due to an industrial disease or accident, you will have right of appeal to an independent medical referee.

ATTENDANCE MANAGEMENT

The Managing Director responsible for Human Resources will conduct return to work interviews at the earliest practical opportunity after a period of absence to discuss the colleague's sickness record and assist them on their return. Colleagues need to be aware that unacceptable levels of absence will be considered a breach of this procedure.

The Managing Director responsible for Human Resources on a monthly basis will identify colleagues with high absence records and will arrange a formal absence hearing.

If your absence exceeds 4 weeks in consecutive working days it will be considered long term. The Managing Director responsible for Human Resources will review the absence and advise on an appropriate course of action, the objective of which will be to get you back to work as quickly as possible whilst offering a sympathetic approach.

This may include:

- A home visit/welfare meeting to discuss your absence and seek your views.
- Counselling services to provide confidential and impartial support.
- Occupational health advice to provide with medical advice to aid decision making.
- Offering a phased return to work, which may include temporary light duties.

Where a disability is identified within the definition of the Disability Discrimination Act 1996, reasonable adjustments may need to be made in order to support you returning to work, these may include:

- Changes to your working hours.
- Changes to your work environment.
- Changes to your place of work.

You may be required to attend a medical to ensure we have all the necessary support to assist you in your employment.

Absence hearing

At the absence hearing your Line Manager will review any information regarding your attendance in order to find ways of improvement and you will have the opportunity to respond.

At the end of the hearing the Managing Director responsible for Human Resources may impose an absence warning dependant on the outcome of the discussion and warn you that any further absence will result in another absence hearing and ultimately your possible dismissal. However, where you are still within your probationary period, the outcome could result in your probationary period being either extended or confirmed as unsatisfactory, resulting in your possible dismissal.

An absence warning will remain on your personnel file for a period of 6 months. If during the following 6 months your attendance does not improve, a further absence hearing will be arranged and a 2nd warning may be issued.

If your attendance does not improve following the issue of a 3rd absence warning, you may be dismissed on grounds of capability or the failure to maintain a satisfactory attendance record.

If there is an improvement in attendance the absence warning will be removed from your personnel file after its expiry date. However, attendance will continue to be monitored in line with this procedure.

The Managing Director responsible for Human Resources may request medical advice from our occupational health advisors before issuing a warning.

You are entitled to have another colleague or trade union representative present at any or all stages of the procedure.

Records of warnings will cease to be used in further absence hearings after the expiry time period indicated by the warning issued.

After each warning you will have the right to appeal. This must be in writing and be received within 5 working days of the warning being issued. A more senior manager will hear the appeal and their decision will be final.

All parties involved in this procedure will be advised that the matter will be dealt with in the strictest of confidence. Any party found to be in breach of this may be dealt with through MVV Disciplinary Procedure.

HOLIDAY ENTITLEMENT AND CONDITIONS

Your annual holiday entitlement is detailed in your Statement of main terms of employment. The following bank/public holidays are additional entitlements:

- New Year's Day
- Spring Bank Holiday Monday Good Friday or (Easter Tuesday)
- Easter Monday
- May Day
- Late Summer Bank Holiday Monday
- Christmas Day
- Boxing Day

Due to the nature of our business you may be required to work on a bank/public holiday. Where this is the case you will be paid in accordance with your Statement of main terms of employment.

If you start or end your employment during the holiday year, your actual entitlement for that year will be calculated on a pro-rata basis for each complete calendar month that you are employed by us during that holiday year.

Payments for annual leave and leave taken on bank/public holidays will be paid at your basic rate of pay.

All annual holiday entitlement must have prior approval and authorisation from the Managing Director responsible for Human Resources using the request form set out at the back of this Handbook. We expect all colleagues to take their annual leave entitlement and will not make payment in lieu of annual leave. The holiday year runs from 1st January to 31st December.

Unused accrued holiday entitlement cannot be carried forward into the next holiday year, except in exceptional circumstances with the written approval of the Managing Director responsible for Human Resources.

Where too many colleagues require the same holiday period (which, if granted, would impair the efficiency of the operation) management will grant holidays on the basis of first requested, first granted.

Unpaid leave may be granted for holidays in excess of your entitlement up to a maximum of 5 unpaid days per holiday year. We have the right to refuse any requests of this nature. Any requests must be made in writing to your Line Manager.

You are required to provide a minimum of 2 week's notice for up to 1 week's holiday and 4 weeks notice for more than 1 week's holiday.

Safety representatives

If you are an accredited safety representative you will have the right to take paid time off in order to carry out their duties and undergo any training.

Special leave

Up to 5 days paid leave may be granted in cases of bereavement or a seriously ill relative. We will also consider requests for paid leave to attend funerals of family members and close friends.

Any requests for leave should be made to the Managing Director responsible for Human Resources.

Appointments

You are normally expected to ensure that any appointments made to visit the doctor, dentist and hospital is made in your own time and outside normal hours. In the event that this is not reasonably practicable, time off work will be allowed to attend such appointments, provided that:

- the appointment is substantiated with an appointment card;
- the timing of the appointment causes as little disruption as possible, i.e. at the beginning or end of the working day; and,
- prior permission is obtained.

Payment for time off will only be made at the discretion of MVV.

Jury service

You are entitled to time off work to fulfil your obligations with regard to jury service. In the event that you are summoned to attend for jury service, you must notify your Line Manager immediately on receipt of the jury summons, giving details of dates you are required to attend the court.

In the event that you are retained on jury service for a prolonged period, you have an obligation to notify us and should keep in regular contact with your Line Manager throughout the period.

You are expected to return to normal working immediately following your release from your duties and are reminded to ensure that expense claims are submitted to the court in accordance with the available allowances.

Although you are not entitled to payment for this time off we will pay the difference between the compensation for loss of earnings claimed from the court and basic earnings.

TERMINATION OF EMPLOYMENT

Notice period

If you decide to leave us you must inform the Managing Director responsible for Human Resources in writing. You will be required to give notice as stated in your Terms and Conditions of Employment. If you leave us before completing your notice period you will only be paid for the days you attend work.

During Notice

During your notice period (whether notice has been given by you or us), we may take one or more of the following options.

- We may require you to take any outstanding accrued holiday entitlement
- We may require that you do not take holiday booked in your notice period
- We may reallocate you to different duties, which may be less senior than you were previously carrying out
- We may require you not to attend your normal place of work, but to remain at home during normal working hours (“garden leave”). During garden leave, there shall be no obligation on us to provide you with work, but you must be available to attend meetings called by us during normal working hours.

Requesting a reference

You can request an employment reference from the Managing Director responsible for Human Resources at any time and are welcome to ask your manager for a reference. However, please note that your Line Manager's reference will only be a personal reference and will not be given on behalf of MVV.

Exit interviews

We would be sorry to hear if you decided to leave us and certainly interested to know your reasons for moving on. So if you hand in your resignation we will either invite you to an exit interview or send an exit interview questionnaire to you to complete.

Final payments

If you leave us your final pay will normally be paid directly to your bank account on the next payday following your leave date. This payment will include any outstanding holiday entitlement. However, if you have taken more than your entitlement the amount you owe will be deducted from your final pay, along with any other amounts you owe, such as loans or training fees.

RETIREMENT

We are committed to the principle of equal opportunity and recognise the benefits of retaining a diverse workforce. This procedure is intended to address the requirements relating to retirement as detailed within the Employment Equality (Age) Regulations 2006 and shall apply equally to all colleagues of MVV.

Our normal retirement age for all colleagues is 65. It is our policy that all colleagues should retire when they reach the retirement age of 65. However, you have the statutory right to request not to retire.

If you make a request in accordance with the relevant legal requirements, then we will give it careful consideration.

If you wish to retire before your 65th birthday you should write to the Managing Director responsible for Human Resources requesting early retirement and seek advice from your pension provider for details of a pension calculation.

Eligibility to make a request

In order to make a request to continue working beyond the age of 65 you must:

- Be an employee.
- Already have been given 6 months notice of your intended date of retirement by the Managing Director responsible for Human Resources.
- Not have made any previous requests in relation to your retirement date.

Making a request

The request for continued working beyond the age of 65 must:

- Be in writing to the Managing Director responsible for Human Resources and be dated.
- State that the request is being made under MVV's Retirement Policy.
- Be submitted at least 3 months before your scheduled date of retirement.
- State that the request is to continue to work beyond your scheduled date of retirement.

The request may include a consideration for flexible retirement; this could include, part time working or job sharing.

If you make a request that meets the legal requirements, we will have a meeting with you to discuss it. The meeting will normally be held with your Line Manager and following the meeting the decision will be sent to you in writing.

Appeal

You will have the right to appeal if our decision is to refuse your request, or to allow your employment to continue for a shorter period than you proposed.

If you wish to appeal you must write to your Line Manager setting out the grounds for your appeal within 5 working days of receipt of your outcome.

You are entitled, if you want, to be accompanied by a fellow colleague or trade union representative at both the meeting and the appeal.

Considering a request not to retire

We will give careful consideration to any request made within the requirements set out above. In assessing your request we will consider whether any exceptional circumstances apply to you.

Examples of exceptional circumstances are:

- You are a key worker with no current replacement
- There is a serious shortage of colleagues with your skills Your continued employment would enable you to pass on your skills and/or to train others
- Your continued employment would enable you to assist in the completion of a specific task or project.

In considering your request, we may seek the views of your Line Manager and other colleagues. We may also consult your IDS reviews and your attendance record.

REDUNDANCY

It is our policy to, as far as possible, provide security of employment for our colleagues. However, it is recognised that we operate in a competitive environment whereby we must seek to maintain and enhance the efficiency of the organisation in order to safeguard the current and future employment of colleagues. As a result there may be occasions when changes in competitive conditions, organisational requirements and technological developments may affect staffing levels.

We will always seek to minimise redundancies by re-deploying staff to alternative suitable positions, where a vacancy exists. Where compulsory redundancies are inevitable, we will handle redundancies in a fair and consistent manner.

Consultation and disclosure

We will consult with colleagues and, where recognised, trade unions in relation to potential redundancies.

Measures to avoid redundancy

Every effort will be made to reduce the number of possible redundancies, for example by:

- natural wastage;
- restricting recruitment of permanent staff; filling vacancies with existing colleagues; and
- training, retraining or re-deploying colleagues for different work for which there is a requirement, either at the same or different locations.

Selection criteria

Colleagues will be selected for redundancy in a fair, objective and non-discriminatory manner applying appropriate selection criteria to the specific operational circumstances.

The principle of LIFO 'last in first out' will only be used when all other selection criterion has been exhausted.

Assistance with job seeking

Any colleague under notice of redundancy will be given reasonable paid leave to look for other employment or make arrangements for training necessary for future employment. To qualify for this entitlement colleagues must have 2 years continuous employment at the date on which their notice period expires. Requirements for time off must be agreed in advance with a colleague's Line Manager.

Notice & redundancy pay

Our policy is to pay contractual notice pay and statutory redundancy pay.

Returning property

If you decide to leave they will be asked to return all company equipment to their Line Manager.

For example:

- Laptop
- Mobile phone
- PPE
- Company vehicle

Failure to do so could result in final pay being withheld.

HOME WORKER RISK ASSESSMENT

Following Risk Assessment discussions, please complete this form and return it to your Line Manager

1. Office Environment

Description	Yes	No	Comments
Is there a dedicated office space away from the residential environment If not please state where work will be carried out			
Is the equipment provided by MVV? If not, please provide details of what equipment you will be using, the make and model of each piece of equipment			
Will there be visitors to your home working environment?			
Will system backups be held off site and if so, how and where?			
Is the desk at a comfortable height			
Is the chair at a comfortable height			
Does the chair have adequate support, arms, movable backrest and height adjustments			
Is there VDU work for more than 2 hours at a time			
Is all equipment, printers, faxes etc, properly installed with cables safely arranged to avoid any risk			
Are filing cabinets properly installed and stable			
Is there any foreseeable risk of injury from any of the office equipment			
Does the job involved long working hours or working in remote conditions			
Can you control the pace of your work			
Is your work environment a non-smoking environment			

Is there adequate light			
Is there adequate ventilation			
Any other relevant information or risks			

2. Stress factors

Is your work highly pressured			
Does the work involve meeting challenging deadlines			
Does the role involve rapidly changing priorities and demands			
Does the role require a high degree of concentration			

I confirm that this risk assessment was discussed with the Managing Director responsible for Human Resources and that I have properly reviewed the risks to me in my home office location. I confirm that as indicated above, where recommendations to minimise risk has been discussed with me that I will undertake take such measures to minimise the risk appropriately and will report immediately to my Line Manager any concerns as they arise.

I confirm that the above information was provided by me freely and that I understand this will be subject to the protections of the Data Protection Act.

Signed.....
Date.....
Employee
Signed.....
Date.....
Manager

DATA PROTECTION POLICY

The Company is required to maintain certain personal data about its employees for the purposes of satisfying operational and legal obligations.

Both the Company and employees have rights and obligations under the Data Protection Act 1998 (“DPA”) in respect of this information and how it is collated and used. This personal data, whether it is held on paper, on computer, or other media, will be subject to the appropriate legal safeguards as specified in the DPA.

The Company endorses the principles of the DPA. Employees and any others who obtain, handle, process, transport and store personal data for the Company must comply with these principles.

The principles require that personal data held by us, on our employees, will:-

1. be processed fairly and lawfully and shall not be processed unless certain conditions are met
2. be obtained for a specific and lawful purpose and shall not be processed in any manner incompatible with that purpose
3. be adequate, relevant and not excessive for those purposes
4. be accurate and where necessary up to date
5. not be kept longer than is necessary for that purpose
6. be processed in accordance with the data subject’s rights
7. be kept secure from unauthorised or unlawful processing
8. and not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data;

We may be required from time to time to transfer employee data to our offices in Germany for the purposes of personnel administration and management only. Under the terms of this Policy such data will only be processed by authorised personnel in accordance with the principles of the Data Protection Act 1998 (UK) and the terms of this Policy.

Consent to Data Collection

As an employee of the Company, you have given the Company permission to collect, retain and process information about you.

From the beginning of your employment with us we will collect information concerning your age, sex, ethnic origin, bank details, address, career history, references, education and qualifications and your terms and conditions of employment.

The Company will use this information during your employment so that we can ensure the employment contract is properly carried out and to comply with our legal obligations as your employer.

We may also through the course of your employment with us collect additional information which may include information about, your attendance and sickness certificates, medical health reports, salary reviews, performance records, driving records, disciplinary action and grievances.

We will inform you at the appropriate time as to what information is being gathered and used, and why.

Data Storage

This data is held on paper within personnel files which are kept in a secured environment, and on the Company's computer system which has restricted access.

The Company considers all information held about its employees as confidential.

Authorised Data Processing and Disclosure

In general, information about you will not be disclosed to any person without your prior consent.

However, all members of management, which includes payroll and our compensation administrators are authorised to access information about you at any time for the proper performance of the contract and fulfillment of management duties and responsibilities. For example, Payroll will be provided with your bank details, increments in salary, or deductions for payroll administration purposes. Any manager conducting disciplinary, capability or grievance meetings may also require information about you.

Information may be disclosed to the Inland Revenue, the DSS, our legal advisors, our insurers, a prospective employer, the police and any appropriate court or government department from time to time as required.

No other person (whether an employee or otherwise) will be allowed access to this information other than to enable the Company to fulfil its legal and/or statutory obligations.

Data Security

If you discover that the security of information has in any way been breached by any person, and/or, if you have discovered information which should not have come to your attention you must report this immediately to a member of management.

Monitoring

The Company will monitor information concerning employees from time to time. This is principally to ensure that we comply with our legal obligations towards employees, particularly in relation to health and safety and equal opportunities.

Your Rights

Employees have the right to know what information the Company is holding about them, how that information was obtained, how it is being held, for what purposes it may be used, and to whom it may be disclosed.

Data Subject Access

You have the right to access any personal data we hold on you and if you wish to do so, you should make a data access request to the Managing Director for Human Resources. We reserve the right to charge the maximum statutory fee payable for each subject access request.

You are responsible for:

- ensuring that any personal data you provide to us is accurate and up to date
- informing us of any changes to information previously provided, i.e. change of address

Where you have concerns in connection with any changes to data held by us about you, you may raise this in accordance with the Grievance Procedure.

The Right to Object

You have the right to object to the Company obtaining, using or disclosing information about you. You should raise any matters concerning the processing of information about you in accordance with the Company's Grievance procedure.

Compliance with this Policy

Any employee who considers that the policy has not been followed in respect of personal data about themselves, and its lawful processing, should raise the matter with their Line Manager in the first instance.

Any breach of this policy will be investigated in accordance with the Company's Disciplinary procedure. Where the alleged breach is regarded as gross misconduct, this may result in summary dismissal.

HOLIDAY RECORD FORM

Name:.....

Year:.....

Start Date (if within current year).....

Annual Entitlement:.....

Start Date	Finish Date	Number of Working Days	Balance of Entitlement	Approved by/date