

DOORPAC LIMITED

Employee Handbook



A handbook for new employees

Welcome

We are delighted that you are working with us and we look forward to getting to know you and helping you to fit in with our team here at Doorpac Ltd.

This handbook has been designed to give you important and useful information about our Company, the way we work and what will be expected from you.

What we do

The company has been manufacturing timber Doors, Doorsets and screens as well as supplying the associated ironmongery since 2007. Our customers are predominantly main contractors from the construction industry with jobs ranging from a single door to well over 1000. Our Doorsets are in demand for schools, hospitals, student accommodation, hotels etc as they save the customers time and fitting costs as well as giving them a wide range of products to choose from.

What we want to achieve

Doorpac Ltd aims to be the industry leader in the supply of Doors and Doorsets by offering our customers bespoke products to suit their specific needs; what they want, when they want it at a competitive price.

How you fit in

Whether you are working for us as part of our manufacturing team or our office team everyone has a part to play in making our Company an industry leader and an organisation people are proud to work for. Information and training is available whatever your role and we are always looking to make improvements - so if you see a way of making things better let us know.

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1.0 OFFER AND TERMS AND CONDITIONS OF EMPLOYMENT.

1.1 Offer of Employment

You will be given a letter offering you employment giving your start date, basic salary and working hours accompanied by a “Statement of Main of Terms of Employment”. This letter and paragraph 1 of this Employee Handbook forms part of the terms and conditions section of your contract of employment.

Your offer of employment will be subject to us receiving satisfactory references and confirmation of your “Right to Work” status. Where applicable you may also be required to provide a satisfactory medical report.

To check your “Right to Work” all employees must provide **one** of the following original documents (we cannot accept photocopies):

- o **A passport** (current or expired) showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- o A passport or passport card (current or expired) showing that the holder is a national of the Republic of Ireland.
- o A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- o **A birth or adoption certificate** issued in the UK, together with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer
- o **A Certificate of Registration or Naturalisation** as a British citizen together with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer
- o **Home Office Residence Permit**
- o **Biometric Residence Permit** indicating indefinite leave to remain in the UK

Please bring your original document to the office, in person, the Admin Administrator will make the necessary checks and copies. All copies will be kept confidential and held in a secure location

1.2 Probationary Period

Usually new employees have a probationary period of 3 months. If, during the probationary period, you decide you do not want to continue being employed by Doorpac or the Company considers that you are unsuitable for the position, your contract can be terminated. This will be done by you or the Company giving notice. See “Statement of Main Terms of Employment”.

Note the probationary period may be extended at the Employer’s discretion.

1.3 Job Title

An employee's job title does not limit the type of work that that you may be required to be carried out. To ensure the Company can work cost effectively and efficiently you may, from time to time, be required to carry out alternative work.

1.4 Normal hours of Work

The "normal hours of work" are given in point 3 of the "Statement of Main Terms of Employment" issued to you with your Offer of Employment Letter. However, to ensure efficient production the "normal hours of work" may vary from time to time. Where alternative hours are required on a specific production run you will be informed of this at the beginning of the work on that job. Where the job requires shift work you will be told about this when you commence employment with Doorpac.

Where there is a need to permanently alter your hours of work this will be discussed and agreed with you. The company will then write to you within a month outlining exactly what has changed.

1.5 Temporary Lay -off or Short Time Working

You may be asked to stay at home or take unpaid leave if there is not enough work for you . A lay-off is if you're off work for at least 1 working day. Short-time working is when your hours are cut. You might be able to get [Universal Credit](#) or '[new style](#)' [Jobseeker's Allowance](#) (or both) while you're laid off or on short-time.

For the first 5 days in a 3 month period you will be entitled to statutory guarantee payment. The guarantee payment will be at the rate in force at the time of lay off. If you work part-time, your entitlement is worked out proportionally. Note in order to qualify you must:

- have been employed continuously for 1 month (includes part-time workers)
- reasonably make sure you're available for work
- not refuse any reasonable alternative work (including work not in your contract)

1.6 Short-time Working

Any employees affected by proposed short time working shall be consulted and the agreement will result in a temporary amendment to the employee's terms.

Where short time working is implemented the Company will try to provide the employee with a minimum of 3 days work per week.

The employee's entitlement to leave will not be affected by the operation of short time working.

The Company will keep the level of work and the short-time agreement under constant review and consult with employees on a regular basis.

Throughout the period of short-time working Continuity of Employment provisions will apply.

Where, during a period of short-time working there is a Public Holiday, the requirement to provide minimum of 3 days work per week will be reduced by the number of days of Public Holiday within that week.

You could apply for redundancy and claim [redundancy pay](#) if you've been laid off without pay or put on short-time and receive less than half a week's pay for:

- 4 or more weeks in a row
- 6 or more weeks in a 13-week period

To make a claim written notice should be given in advance Redundancy will not be given if there will be a return to normal working hours within 4 weeks. When work is recommenced the period of temporary lay-off will be deemed as continuous service.

2.0 PAYMENT OF WAGES OR SALARIES.

2.1 Monthly Paid Employees:

Annual salaries will be paid by twelve equal monthly instalments in arrears. The pay month refers to a calendar month and basic salary will be paid on the 25th of each month. Additional payments such as bonus, overtime etc. will be paid in the pay month following the month in which entitlement occurs.

The reference period for the calculation of daily or weekly proportions of annual salary will be as follows:

Weekly - salary

Annual salary divided by 52 (weeks)

Daily - salary

Annual salary divided by 261 (days)

2.2 Hourly/Weekly Paid Employees:

Basic weekly pay will be paid in arrears

Additional payments such as bonus, overtime, allowances, etc. will be paid on the pay-day in the week following the week in which entitlement to payment occurs.

Basic weekly pay will be calculated by multiplying the current hourly rate of pay by the "normal hours of work" for a week.

Weekly paid employees are usually paid on or before the Thursday following the week worked

General

Weekly paid employees will either be assigned a blue fob and required to "clock in/out" at the start and end of their shift (Ranskill Court) or will need to complete a weekly time sheet showing the hours worked each day (Vantage Park). The time sheets will be authorised by the Production Manager and will be used to calculate the basic weekly pay and any overtime payment.

The employer will email/provide a paper copy wage slip to each employee on the relevant pay-day showing how the total amount of pay has been calculated and details of any relevant deductions.

The email wage slip will be password protected – the password will be the employee's initials (upper case) followed by their payroll number.

It is the employee's duty to check the itemised statement and report any error to the Admin Department.

Details of any entitlement to additional payments, allowances, bonus or overtime etc. will be set out in the "Offer of Employment/Statement of Main Terms of Employment".

Note: in the event a blue fob is lost this shall be replaced at a cost of £4.80 taken as a deduction from wages. If a fob is found to be faulty this shall be replaced free of charge.

2.3 Breaks

Employees working 6 hours or more in a day will be expected to take a 30 minute break. *

Example:

An employee starts work at 8am and finishes at 4pm – the hours worked for that day will be calculated as 7.5 hrs

Start and finish times will be rounded to the nearest quarter of an hour.

Example:

An employee starts work at 8.08am and finishes at 4.20pm – his time worked will be taken as starting at 8.15am finishing 4.15pm

Total hours worked for the day will be 7.5hrs

* Where the employee is classed as a Young Worker further details for break arrangements can be obtained from the employee's manager

2.4 Payment of authorised holiday leave

Holiday leave will be paid at the basic hourly rate x standard hours for a working day

If ½ day leave is taken in the afternoon the employee would be expected to start work at 8am and would finish at 12pm (hours worked would be 4hours)

If ½ day leave is taken in the morning the employee would be expected to start work at 12.30pm with a standard finish time of 4pm (hours worked would be 3.5 hour)

Any hours worked during the day in excess of this would be paid as overtime

Note: where employees work on a shift basis the hours of work would be agreed with their manager.

2.5 Overtime

Paid overtime should be agreed in advance with the employee's line manager. Overtime payments will be calculated for any hours worked in excess of the basic working week of 37.5hrs.

- Overtime hours worked Monday – Saturday will be calculated at 1.5 x the employee’s basic hourly rate.
- Overtime hours worked on Sunday will be paid at 2 x the employee’s basic hourly rate

2.6 Expenses

Expenses incurred whilst on authorised Company business activities may be claimed back by completing the Expenses Claim Form DP023 and attaching valid VAT receipts.

Mileage for business travel using the employee’s own car is currently paid at the following rates

15p per mile – company car users
(Electric car users 5p per mile – company car user)
45p per mile – non company car users

These rates may be modified at the Company’s discretion. Note, where the mileage paid is in excess of the current government advisory fuel rates this will be treated as a benefit in kind and would therefore be taxable.

Expense Forms should be handed in to the Admin Manager for processing. (note Expense claims from the Manufacturing Team should be authorised by the Manufacturing Director before passing on to Admin)

Payment will be made by BACs payment into the employee's bank account.

3.0 ANNUAL HOLIDAY ENTITLEMENT.

Employee’s annual and public holiday entitlement and details of holiday pay are set out in the “Statement of Main Terms of Employment”.

The Holiday year runs from 1st April to 31st March.

The initial annual holiday entitlement is 22 working days plus Public and Bank holidays.

Your holiday entitlement will increase by a further day for each full year of service, to a maximum of 25 days annual holiday entitlement.

Example:

If somebody had been employed on 31st March 2022 they would be have completed a full year of service on the 1 April 2023 and their holiday entitlement would increase by 1 day for the coming year.

However, if someone had a start date of 1st June 2022 they would not have completed a full years service on 1st April 2023, therefore their holiday entitlement would not increase until 1st April 2024

Normally, not more than two weeks holiday (ten working days) may be taken during the months of June, July, August and September.

Holiday entitlement cannot be transferred from one year to the next. If you do not take all your Holiday days by the end of 31st March the remaining days will be lost. No payment in lieu of holiday will be made (except when you leave employment with the Company). Note: the Company may require you to take any outstanding holiday as part of the notice period.

Employees on part time contracts will be entitled to a proportion of the standard holiday entitlement depending on how many days are worked in a week.

Should you fall ill while on holiday, or if a period of sickness coincides with holiday booked or with a designated close-down period, you will not normally be entitled to claim that holiday back. Any exceptions will require approval from your manager.

Booked Holiday leave must be arranged in advance with your manager and will be paid at basic rate. Your leave request may be refused if it would be detrimental to the business e.g. at certain busy periods or where there is insufficient cover to maintain operations.

4.0 PUBLIC HOLIDAYS

The following are recognised as public holidays:

England and Wales

Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday, the May Day Bank Holiday, the Spring Bank Holiday, and the Summer Bank Holiday shall be recognised as public holidays in England.

Alternative Days

When Christmas Day, Boxing Day or New Year's Day falls on a Saturday or Sunday an alternative day or days of public holiday will be designated.

Christmas Shut Down

The Company usually operates a factory shut down over the Christmas Period. Employees are expected to allocate part of their annual holiday entitlement to cover any days during the shut down period which are not defined as statutory holiday days.

Example:

The factory is shut down Monday 19th December 2022 until Tuesday 3rd January 2023.

- 3 Statutory holidays days Christmas day (Sat 25th), Boxing Day (Sunday 26th December) and New Years Day (Sat 1st January) - as Christmas Day & New Years falls on a weekend the statutory days will be Monday 26th Dec, Tuesday 27th Dec and Monday 2nd January
- The employee is required to allocate 8 days of their annual holiday entitlement to cover the following days: Monday 19th to Friday 23rd and Wednesday 28th to Friday 30th December

Note: the period covered by the factory shut down may vary from year to year depending on which day of the week Christmas day falls. Employees will be told by their manager the date of the shut down period for the coming year.

If employees do not have enough days to cover the shut down period they will be granted unpaid authorised leave.

4.1 PAYMENT IN RESPECT OF PUBLIC HOLIDAYS

Public/Statutory Holidays – Conditions

To qualify for payment for statutory/public holiday pay employees must report for work on both the working day preceding and following the holiday, unless these are a scheduled day off, part of an annual holiday or are covered by an authorised sickness absence.

Payment for Work on a Public Holiday

All hours worked on a day designated as a public holiday must be approved by the Production Manager and shall be paid for at Triple time.

5.0 ABSENCE DUE TO SICKNESS OR INJURY.

You are entitled to Statutory Sick Pay from day 4 of a period of sickness. On the first day of sickness absence, you must notify the Company of your absence within half an hour of your normal starting time. Any additional payment in respect of absence, for any reason, is at the discretion of the employer.

A medical certificate must cover all days of absence through sickness. For the first seven days, a self-certificate will be acceptable. For absences of more than seven days, a doctor's certificate must be produced on the eighth day and weekly thereafter. Note sick pay will not be paid unless a valid doctors certificate is provided for all days of sickness.

In the event the cause of sickness is as a result of a national/international epidemic e.g. Covid – payments for sickness/isolating will be in line with current government guidelines at the time. Evidence of test results must be provided as applicable.

6.0 PARENTAL LEAVE

- 6.1 Parental leave is unpaid. Employees are entitled to 18 weeks' leave for each child and adopted child, up to their 18th birthday. Each parent can take up to 4 weeks in a year for each child and must be taken as whole weeks (eg 1 week or 2 weeks) rather than individual days, unless the employee's child is disabled. Parental Leave does not have to be taken at once.

Parental leave applies to each child not to an individual's job.

Example: An employee is entitled to 18 weeks. They've used 8 with a previous employer. They can use up to 10 weeks with their new employer if they're eligible.

Note: A 'week' equals the length of time an employee normally works over 7 days.

Example:

If an employee works 3 days a week, one 'week' of parental leave equals 3 days. If an employee works irregular weeks the number of days in a 'week' is the total number of days they work a year divided by 52.

Employees qualify if all of these apply:

- they've been with the Company for more than a year
- they're named on the child's birth or adoption certificate or they have or expect to have [parental responsibility](#)
- they're not self-employed or a 'worker', eg an agency worker or contractor
- they're not a foster parent (unless they've secured parental responsibility through the courts)
- the child is under 18

6.2 Contractual

The employment contract remains intact.

Holidays cannot be enforced in lieu of this entitlement.

Upon return from parental leave, no loss of seniority will occur.

6.3 Procedure

The employee must produce a copy of the child's birth or adoption certificate.

The employee must give a minimum of 21 days notice to their Manager before taking parental leave. If employee or their partner are having a baby or adopting, it's 21 days notice before the week the baby or child is expected.

Employees must confirm the start and end dates in their notice.

The maximum amount of parental leave to be taken at one time shall be two weeks and the minimum 1 week. Note: A 'week' equals the length of time an employee normally works in a week.

6.4 Delaying leave

At times of peak production or service requirements the employee may be asked to postpone parental leave. Postponements will not normally be for longer than 12 weeks. No postponement will be asked if leave is for the immediate 2 weeks following birth or adoption.

If this is the case Doorpac will:

- write explaining why within 7 days of the original request
- suggest a new start date - within 6 months of the requested start date
- not change the amount of leave being requested

7.0 COMPASSIONATE LEAVE

In cases of bereavement, employees may be entitled to compassionate leave, this will be at the Company's discretion. Up to two days paid compassionate leave may be granted for a death of an immediate family member only. Additional unpaid leave may be given at the Company's discretion

8.0 TIME OFF FOR FAMILY EMERGENCIES

Employees are entitled to take reasonable, unpaid, time off work to deal with an emergency involving someone who is a dependent. E.g. husband, wife or partner, child or parent or someone living with you as part of your family. Others who rely solely on you for help in an emergency may also qualify.

An emergency is when someone who depends on you:

- is ill and needs your help
- is involved in an accident or assaulted
- needs you to arrange their longer term care
- needs you to deal with an unexpected disruption or breakdown in care, such as a childminder or nurse failing to turn up
- goes into labour

You can also take time off if a dependant dies and you need to make funeral arrangements or attend the funeral. You must notify the company as soon as possible when you are away from work and how long you expect to be off. The entitlement is to take time off to deal with the immediate emergency and will normally be limited to a few days.

9.0 MEDICAL EXAMINATION

Employees may from time to time be required to undergo a medical examination in order to determine their fitness to perform the duties of the job adequately and safely. The Company will nominate a Doctor and pay for the examination.

10.0 VDU USER – EYE TEST / EYESIGHT TEST

Employees defined as being VDU users (e.g habitually use VDUs as a significant part of their normal work) can ask the Company to provide and pay for an eye and eyesight test. Payment for the eye and eyesight test will only be made where the test has been carried out by the optometrist or doctor nominated by the Company. There is also an entitlement to further tests at regular intervals; the optometrist doing the first test can recommend when the next should be. The Company will only pay for spectacles if special ones (for example, prescribed for the distance at which the screen is viewed) are needed and normal ones cannot be used.

11.0 COMPUTERS, TELEPHONES ETC

You cannot use computers, telephones or mobile phones owned by the Company, for personal use. To protect the system from any form of virus, no software (including screen savers, computer games etc.) may be installed unless provided by the Company. Failure to comply may render the Employee liable to instant dismissal as an act of gross misconduct.

The company reserves the right to monitor the use of such equipment including e-mails

Personal mobile phones may not be used during working hours without the express permission of your immediate supervisor.

12.0 PROTECTION OF PROPERTY

Employees must take care when handling company property/equipment. Damage to either the Company's property or private property on Company premises by misuse or neglect may result in disciplinary action being taken. Employees must not remove documents from the Company's premises without first obtaining written authorisation from the Company.

Any employee leaving the company is required to return all Company property. If items are not returned the cost shall be deducted from any money owed to the employee (at new-for-old rates). This shall include, but not be limited to the return of blue "clocking in Fobs", locker keys, laptops, mobile phones, company cars etc. Where required, legal action to recover the property may be taken.

13.0 PERSONAL PROPERTY

Personal property brought on to the premises should at no time be left unattended. The Company will not accept responsibility for loss of, or damage to personal property or any sort, including vehicles parked on Company premises. All incidents of loss or damage should be reported to your Manager. Any personal property found should be handed in immediately to your immediate supervisor.

14.0 DRESS AND HYGIENE

Your standard of dress and personal hygiene should be appropriate for the job you are employed to do. You only have one chance to make an impression. It is important that colleagues, managers and customers get the correct one.

15.0 JURY SERVICE AND COURT PROCEEDINGS

When employees are called for Jury Service they should bring in the Jury Service Notification to the Employer. Leave of absence will be granted in such cases however employees will be expected to return to work on days when there are adjournments and it is practicable.

Where attendance in court involves significant absence, employees will be expected to reclaim all possible expenses and in these circumstances, the Company will make up the difference to the normal basic wage or salary.

The Company reserves the right to ask an employee to attempt to obtain dispensation for jury service if it is in the Company's interest.

16.0 CONFIDENTIAL INFORMATION

You shall not disclose to anyone trade secrets, or confidential information relating business dealings or affairs of Doorpac or their customers which you acquire as part of your employment. This applies at any time during or after your employment finishes with Doorpac (except where it is necessary as part of your role within the Company).

The above clause shall cease to apply if the employee can demonstrate to the reasonable satisfaction of the Company that the information has entered the public domain.

17.0 INVENTIONS

Subject to the provisions of Patents Act 1977 and Copyright Designs and Patents Act 1988, if at any time during the period of employment with the Company the Employee whether alone or with others, makes, discovers or acquires any invention, development or improvement or originates or acquires any design whether registerable or not which relates to any products, methods of production or processes of the Company, they shall without delay notify the Company of it and it will become the sole and absolute property of the Company.

18.0 GRIEVANCE PROCEDURE

[Note – This Grievance Procedure does not form part of your Terms and Conditions of Employment]

Any issue which may give rise to, or has given rise to, a grievance affecting the Company and its employees shall be dealt with in accordance with the following procedure:

The grievance procedure is designed to deal with work related problems as quickly and at as low a level as possible.

At any stage within the procedure the employee(s) concerned may be accompanied by an employee of the company.

Stage 1

An employee who has a grievance in respect of his or her employment may, in the first instance, raise the matter informally with his or her manager.

Stage 2

If the employee is dissatisfied with the response from his or her manager, or does not want to raise the matter informally, then the employee should put details of the grievance in writing. This must be put to a manager or Director of the Company and include full details of the grievance.

Stage 3

The employer shall, within a reasonable time, arrange a meeting with the employee so that the grievance can be discussed and the employer shall write to the employee with his decision regarding the grievance.

Stage 4

If the employee is dissatisfied with the decision of the employer then the employee may write to the employer within 7 days of receipt of the employer's written decision explaining why he or she is dissatisfied and request an appeal.

Stage 5

Where an employee requests an appeal, under stage 4 above, then the employer shall, within a reasonable time, arrange another meeting with the employee so the matter can be further discussed. The appeal should be dealt with by a senior manager/director employed by the employer who has not been previously involved in the matter. The employer's decision shall be final and the employee shall be notified of this in writing.

There shall be no stoppage of work, either partial or general, including a 'go-slow', restriction of hours worked, strike, lock out or any other kind of disruption or restriction in output or departure from normal working, in relation to any grievance.

19.0 DISCIPLINE PROCEDURE AND RULES.

[Note – This Discipline Procedure does not form part of your Terms and Conditions of Employment]

In the interest of the effective control of the business and good morale of employees the employer has the right to discipline those employees who do not, to the best of their ability, carry out their duties and responsibilities, or whose standard of behaviour falls below an acceptable level or causes injury to the company's reputation. The company will ensure that where discipline is necessary it will be applied fairly and consistently.

Where there is cause to take disciplinary action against an employee the employer shall inform the employee, in writing, giving notice of the date and time on which a disciplinary hearing will be held. The notice will contain details of the complaints against the employee and will advise of the right to be accompanied at the hearing by a work colleague.

N.B. The employer will not take any disciplinary action before carrying out an investigation into the matter for which the disciplinary hearing is to be held.

In normal circumstances disciplinary action will comprise:

- a written warning (with the right of appeal),
- a final written warning (with the right of appeal),
- dismissal (with the right of appeal),
- Employees wishing to appeal against a disciplinary decision must write to the employer within seven days of receipt of the employer's decision setting out the grounds for the appeal. Appeals should be dealt with by a senior manager/director employed by the company who has not been involved in the discipline procedure and must take the form of a further meeting at which the employee may be accompanied by a work colleague. The employer's decision shall be final and the employer shall notify the employee of this in writing

19.1 **Serious Misconduct**

In the event that the company deemed the misconduct to be serious a final written warning may be issued.

19.2 **Gross Misconduct**

In certain circumstances the conduct may be so serious as to be referred to as gross misconduct. In such circumstances the first stages of the disciplinary procedure, written warning, and final written, may be omitted and the employee may be summarily dismissed.

Set out below is a list, although not exhaustive, of behaviour, which will be considered by the company to be gross misconduct

- being under the influence of alcohol or other stimulants or drugs during working hours to the extent that personal competence and ability is impaired,
- physical assault on a fellow employee,
- violent, disorderly or indecent conduct,
- deliberate damage to property,
- theft, fraud or falsification of company records, documents or time sheets,
- serious breach of confidence (subject to the Public Interest (Disclosure) legislation)

- removal from company sites or other premises of property belonging to the company, fellow employee, client, sub-contractor or supplier without the approval of the employer,
- serious breach of the company safety policy rules or regulations,
- bringing employer into serious disrepute,
- acts of incitement to or actual acts of discrimination on grounds of sex, race, religion or belief, age, colour, ethnic origin or disability,
- serious bullying or harassment
- serious negligence resulting in loss or damage,
- serious insubordination,
- misuse of the company's or client's property or name.

Summary dismissal means termination of employment without notice. In such circumstances where a gross misconduct is alleged to have occurred the company will instruct the employee to leave the place of work and that he or she will be suspended on full pay whilst an investigation is carried out and a disciplinary hearing conducted.

20.0 TERMINATION OF EMPLOYMENT

The minimum period of notice of termination of employment that an employer shall give to an employee is:-

- During the first four weeks - One day's notice
- After four weeks' continuous employment but less than two years - One week's notice
- After two years' continuous employment but less than twelve years continuous employment - One weeks notice for each full year of employment
- Twelve years' continuous employment or more - Twelve weeks' notice

The minimum period of notice of termination of employment that an employee shall give an employer is:

- During the first four weeks - one day's notice
- After four weeks' continuous employment - one week's notice.

The employment may be terminated at any time by mutual consent, which must be expressed in writing.

All outstanding wages and holiday pay are to be paid at the expiration of the period of notice .

21.0 SAFETY AND HEALTH.

All employees must adhere to the Company Safety Policy. Failure to follow the requirements of the safety policy and endanger themselves or other people will be liable for disciplinary action.

Where identified through risk assessments, personal protective clothing will be provided by the Company and is issued for your protection. Protective equipment must be worn at all appropriate times. A failure to do so would contravene the Company Safety Policy and legislation and may result in disciplinary action.

Safety Shoes are mandatory when working within the Factory – these may be purchased on your behalf by the Purchasing Manager or, with the prior agreement of the Production Manager, you may purchase your own shoes and claim back up to £30.00 via expenses (see point 2.6 above)

A copy of the Company Safety Policy is available from the Company office.

22.0 NORMAL RETIREMENT AGE

There is no retirement age applicable to your employment.

23.0 SMOKING

There is a no smoking policy operated in the Company. Smoking will not be permitted anywhere on Doorpac Ltd premises with the exception of the designated smoking shelter outside of Unit 2 Ranskill Court, and the site smoking shelter at Vantage Park.

24.0 TRAVELLING

Your contract will detail your location of work this will usually be at the Ranskill Court office/ factory or Vantage Park. You may be required to travel as part of your job, particularly if you are in a Sales or Contract Management role. The travelling requirements for your job role will be discussed with you in full.

You may be requested on a one off basis to travel to site locations to carry out specific tasks, this will be discussed with you prior to the work being carried out.

Reasonable expenses may be claimed in relation to travelling on Company business see point 2.6 above

25.0 PENSION

All employees are automatically enrolled into the Company's NEST workplace pension scheme (Details are available from their website www.nestpensions.org.uk)

26.0 POLICIES

The company operates a number different policies these are shown as appendices to this Handbook

MATERNITY AND PATERNITY POLICIES – shown in Appendix A

REDUNDANCY – shown in Appendix B

EQUAL OPPORTUNITIES – shown in Appendix C

DISCRIMINATION AND HARASSMENT POLICY – Shown in Appendix D

ALCOHOL AND DRUGS POLICY – Shown in Appendix E

ANTI-BRIBERY AND CORRUPTION POLICY – Shown in Appendix F

WHISTLEBLOWING POLICY – Shown in Appendix G

CONSENT FORM – YOUR DATA – shown in Appendix H

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N.B. Except where required by the context, the singular shall include the plural and the plural the singular; words implying the masculine gender shall include the feminine gender or gender neutral.

MATERNITY & PATERNITY RULES

Note: please refer to www.gov.uk/maternity-pay-leave for the current rates, qualification requirements and allowances

MATERNITY LEAVE AND PAY

Maternity Leave is available to all employees regardless of hours of work and length of service. Maternity Pay is subject to a qualification period of 26 weeks employment at the 15th week before the Qualifying Week of pregnancy.

This maternity policy lays out the statutory maternity rights for all employees in the event of pregnancy. This company will not discriminate in any way or dismiss an employee for reason of pregnancy.

Time off for ante-natal care

Each employee is allowed paid time off for ante-natal care. After the first appointment, the employee should obtain an appointment card and consult with their Manager. Parenting and relaxation classes are also included but the company requests that employees make these appointments out of normal working hours whenever possible.

Compulsory Maternity Leave (CML):

All employees must take CML which is two weeks from the date of the birth. In the case of manual factory workers that is four weeks.

This is the minimum leave the employee can take. In addition to this she may take:-

Ordinary Maternity Leave (OML) & Additional Maternity Leave (AML):

All employees irrespective of length of service are entitled to 52 weeks Maternity Leave. The first 26 weeks are known as Ordinary Maternity Leave (OML) during which time all contractual entitlements with the exception of remuneration (pay) remain in place. The second 26 weeks is known as Additional Maternity Leave (AML) during which time the contract of employment effectively goes into suspense although holiday entitlement under the Working Time Regulations continues to accrue.

Maternity can commence 11 weeks before the Expected Week of Confinement (EWC) at the earliest but may commence the day after the birth if the baby is early

The employee must notify the employer that they are pregnant at least the 15 weeks before EWC, provide a MATB1 form which is given to them by their doctor or midwife. At least 28 days notice should be given for the dates for commencing leave - this can then be agreed with the employer.

If the employee is absent due to a maternity related reason from the fourth week before her EWC the employer may, automatically, commence maternity leave.

Notification of Return Date by the Employer

Once the employer has been notified of the date the employee intends to commence maternity leave the employer will write to the employee advising them of their expected date of return based on the assumption that the full 52 week leave period will be taken. An employee who intends to return to work earlier must write to the employer giving 8 weeks notice of the intended date of return.

Should an employee be ill after completion of maternity leave then normal sick rules will apply.

Maternity Pay

Maternity Pay normally starts when maternity leave commences. In order to qualify for Maternity Pay the employee must have been employed continuously for 26 weeks up to the 15th week before EWC (QW). The employee is also required to earn a minimum average weekly amount (see www.gov.uk/maternity-pay-leave for details)

Statutory Maternity Pay (SMP) is paid for up to 39 weeks. You get:

- 90% of your average weekly earnings (before tax) for the first 6 weeks
- The Statutory Maternity Pay rate in force at the time or 90% of your average weekly earnings (whichever is lower) for the next 33 weeks

Should the employee return to work before full maternity pay has been received they commence on their normal salary and forfeit any unpaid maternity pay.

Keeping in Touch Days (KIT Days)

During the period of maternity leave the employee may return to work for a maximum of 10 days in order to keep in touch with the company. KIT days are not compulsory and must be agreed between the company and employee. Where an employee does return for KIT days then normal payment for such days should be made.

PATERNITY – LEAVE AND PAY

Note: please refer to www.gov.uk/paternity-pay-leave for the current rates, qualification requirements and allowances

Eligibility

Employees will need to satisfy the following conditions in order to qualify for paternity leave:

- give the correct notice
- be the father of the child or the mother's (adopters) husband or partner
- have worked continuously for their employer for 26 weeks leading into the 15th week before the baby is due.

Length of paternity leave

Eligible employees will be entitled to choose to take either one week or two consecutive weeks' paternity leave (not odd days), with only one period of leave available irrespective of whether more than one child is born as the result of the same pregnancy. Starting

- from the date of the child's birth (whether this is earlier or later than expected), or
- from a chosen number of days or weeks after the date of the child's birth (whether this is earlier or later than expected), or from a chosen date.

Leave can start on any day of the week on or following the child's birth but must be completed:

- within 56 days of the actual date of birth of the child, or
- if the child is born early, within the period from the actual date of birth up to 56 days after the expected week of birth.

Statutory Paternity Pay

During their paternity leave, most employees will be entitled to Statutory Paternity Pay (SPP) as long correct notice is given.

Statutory Paternity Pay will be paid for either one or two consecutive weeks as requested. The rate of Statutory Paternity Pay will be the same as the standard rate of Statutory Maternity Pay or 90% of average weekly earnings if this is less than the standard rate.

Notice of intention to take paternity leave

At least fifteen weeks before the baby is expected you should inform your Manager of your intention to take Paternity Leave by completing the SC3 Form (available from the Admin Team or directly from www.gov.uk/government/publications/ordinary-statutory-paternity-pay-and-leave-becoming-a-birth-parent-sc3from) stating:

- the week the baby is due
- whether you wish to take one or two weeks' leave and
- when you want your leave to start.

Employees will be able to change their mind about the date on which they want their leave to start providing they tell their Manager at least 28 days in advance (unless this is not reasonably practicable). Employees will have to tell their Manager the date they expect any payments of SPP to start at least 28 days in advance, unless this is not reasonably practicable.

SHARED PARENTAL LEAVE

Note: please refer to www.gov.uk/shared-parental-leave-and-pay for the current rates, qualification requirements and allowances

You may be able to get Shared Parental Leave (SPL) and Statutory Shared Parental Pay (ShPP) if your partner returns to work and you're:

- having a baby
- using a surrogate to have a baby
- adopting a child
- fostering a child who you're planning to adopt

You can share up to 50 weeks of leave and up to 37 weeks of pay between you in the first year after your child is born or placed with your family. SPL can be taken in blocks separated by periods of work, or all in one go. To get SPL and ShPP, you and your partner need to:

- meet the eligibility criteria – see www.gov.uk/shared-parental-leave-and-pay
- give notice to your Doorpac Ltd
- give up some of your maternity or adoption leave taking less than the 52 weeks of maternity or adoption leave and use the rest as SPL
- take less than the 39 weeks of maternity or adoption pay (or Maternity Allowance) and use the rest as ShPP

For example, if you're the mother and you've taken 22 weeks of Maternity Leave and Statutory Maternity Pay, you can share 30 weeks of SPL and 17 weeks of ShPP with your partner

You must give you at least 8 weeks' notice before a block of leave begins.

STATUTORY ADOPTION LEAVE

Note: Please refer to www.gov.uk/employers-adoption-pay-leave for current rates, qualification requirements and allowances

Employees can take up to 52 weeks' Statutory Adoption Leave. The first 26 weeks is known as 'Ordinary Adoption Leave', the last 26 weeks as 'Additional Adoption Leave'.

Leave can start:

- Up to 14 days before the date the child starts living with you (UK adoptions)
- when the child arrives in the UK or within 28 days of this date (overseas adoptions)
- the day the child's born or the day after (parents in surrogacy arrangements)

Statutory Adoption Pay

Statutory Adoption Pay (SAP) for employees is:

90% of their gross average weekly earnings for the first 6 weeks

Statutory adoption pay rate/ week or 90% of their gross average weekly earnings (whichever is lower) for the next 33 weeks

Adoption pay starts when adoption leave commences.

Entitlement

- be an employee
- give the correct notice
- give proof of the adoption or surrogacy, if your employer asks you for it
- have been continuously employed for at least 26 weeks by the week you were matched with a child
- earn a minimum average weekly amount (see www.gov.uk/adoption-pay-leave/eligibility for details)

REDUNDANCY POLICY & PROCEDURES**REDUNDANCY PROCEDURE**

This Procedure is intended only as a statement of Company policy and Management guidelines, and does not form part of the Contract of Employment or otherwise have contractual effect. The Procedure will be reviewed from time to time, and the Company reserves the right to make amendments as appropriate in the light of operational and or legal requirements and circumstances.

POLICY STATEMENT

The Company, as far as is consistent with the nature and success of the business, seeks to provide regular and continuous employment for its employees and avoid redundancies whenever possible. However, Doorpac recognises that redundancies may become necessary and the following procedure will be followed as far as is reasonably practicable. Where there may be the likelihood of redundancies, as much warning as possible will be given to those Employees likely to be affected and the Redundancy Payments Service (RPS) will be notified.

CONSULTATION

Meaningful consultation will take place with the Employee Representatives and individual employees.

Where less than 20 redundancies are being contemplated within a period of 90 days then the employer will consult on an individual basis to see if there are any ways in which redundancy can be avoided. Employees must be advised of their right to be accompanied at consultation meetings by a work colleague. If the Doorpac is contemplating making more than 20 people redundant within a period of 90 days then consultation will take place with elected representatives.

Consultancy will take place as early as possible however minimum consultation periods are as follows:-

Number of redundancies	Minimum consultation period before dismissal
1-20	7 days
20-99	30 days
100 +	45 days

CRITERIA FOR SELECTION

If redundancy becomes necessary the following criteria for selection will normally be used:

- Volunteers may be sought, subject to the requirements of the business and the Company's right to refuse to accept such volunteers;
- A method of points scoring based on a range of factors such as skills, qualifications and aptitude, standard of work and/or performance, attendance disciplinary record

REDUNDANCY TERMS

Statutory redundancy will be paid in accordance with current legislation and will ensure that the following notice periods are achieved.

Length of Service	Notice period
1 month – 2 years	7 days
2 years to 12 years	1 week notice for every year employed
12 + years	12 weeks

ALTERNATIVE EMPLOYMENT

The Company will continue throughout the redundancy programme to seek suitable alternative work for employees. Where alternative work cannot be found within the Company, the Company will make every effort to help employees find other employment outside the Company.

Employees will given permission to take a reasonable amount of paid time off work during the notice period to look for work or seek re-training opportunities in accordance with current legislation.

APPEALS

Any employee who is notified that their position is to become redundant must be notified of the right to appeal against that decision. Appeals should be made in writing within 7 days of notification of redundancy.

EQUAL OPPORTUNITIES & DIVERSITY POLICY

DATE: 25/02/2022

ISSUE: 04

PAGE: 1 of 2

APPROVED: M.JENKINSON

EQUAL OPPORTUNITIES & DIVERSITY POLICY STATEMENT

Doorpac Ltd is committed to being an equal opportunities employer.

The aim of this policy is to communicate the commitment of the Managing Director and the Management Team to the promotion of equality of opportunity in Doorpac Ltd whilst recognising the differences between individual employees and the contribution they make to the organisation.

It is our policy to provide employment equality to all irrespective of:

Gender, marital or civil partnership status, having or not having dependants, religious belief or political opinion, race (colour, nationality, ethnic or national origins), disability, sexual orientation, or age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

We recognise that the promotion of equal opportunity and diversity within the workplace is not only good management practice; it also makes sound business sense. Our equal opportunities and diversity policy will help all those who work for us to develop their full potential and the talents and resources of the workforce will be utilized fully to maximize the efficiency of the organisation.

SCOPE

This policy applies to all those who work for (or apply to work for) Doorpac Ltd.

COMMITTMENTS

We are committed to:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious working environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimization
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice.
- Complying with our own Equal Opportunities and Diversity Policy and associated policies
- Taking lawful affirmative or positive action, where appropriate
- Regarding all breaches of Equal Opportunities & Diversity Policy as misconduct which could lead to disciplinary proceedings.

IMPLEMENTATION

The Managing Director has specific responsibility for the effective implementation of this policy. Each manager also has individual responsibilities and we expect all our employees to abide by the policy and help create the equality environment which is its objective.

To implement the policy we shall

- Communicate the policy to employees, job applicants and relevant groups (e.g. agency workers)
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives for all staff.
- Provide equality training/guidance as appropriate including training on induction.
- Ensure that those assessing candidates for recruitment will be trained in non discriminatory selection techniques.
- Incorporate equal opportunities notices into general communications practices e.g. intranet. As appropriate
- Obtain commitments from other organisations or agencies that they too will comply with the policy in their dealings with our organisation and our workforce.
- Ensure that adequate resources are made available to fulfil the objectives of the policy.

Where appropriate Doorpac shall monitor and review on a regular basis the extent of contractors/ suppliers' compliance with legislation and Doorpac's Equal opportunities and Diversity Policy.

COMPLAINTS

Employees who believe that they have suffered from any form of discrimination, harassment or victimisation are entitled to raise the matter with the Managing Director through the internal complaints procedure. All complaints will be dealt with seriously, promptly and confidentially.

In addition to internal procedures, employees have the right to pursue complaints of discrimination to a tribunal however this would normally be done once the complaint has been raised first under internal grievance procedures.

Every effort will be made to ensure that employees who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.

Signed:



Position: Doorpac Ltd Managing Director

DISCRIMINATION, HARASSMENT AND ANTI BULLYING POLICY	DATE: 15/02/2022
	ISSUE: 02
	PAGE: 1 of 2
	APPROVED: M JENKINSON

DISCRIMINATION, HARASSMENT AND ANTI BULLYING POLICY

Introduction

Doorpac Ltd is committed to providing a working environment free from discrimination, harassment and bullying. We aim to ensure that all staff are treated, and treat others, with dignity and respect. This policy covers bullying or harassment which occurs at work and out of the workplace, including on work trips or at work-related events or social functions. This policy applies to all staff at all levels including employees, management, agency workers, and independent contractors.

What is harassment?

Harassment is any unwanted conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. It can be a single incident and can be caused even if the person is not the intended "target". It can affect the confidence, morale, performance and even the health of the person being harassed.

Harassment is a form of discrimination and it is unlawful under the Equality Act 2010 to harass a person because of their age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

Examples of harassment include, but are not limited to:

- unwanted physical conduct including touching, pinching, pushing and grabbing;
- unwelcome sexual advances or suggestive behaviour;
- offensive e-mails, text messages or social media content or the display of offensive materials;
- unwanted jokes, banter, mocking, mimicking or belittling a person.
- Unfair allocation of work or responsibilities.
- Intrusive or persistent questioning about a person's racial origin, culture, religion or sexual orientation.

What is bullying?

Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying can include the use of personal strength or the power to coerce through fear or intimidation, not necessarily from someone in a position of authority. Bullying may be physical, verbal or non-verbal. It can include conduct that is not face-to-face, including via text message, email and social media.

Examples of bullying include:

- physical or psychological threats;
- overbearing and intimidating levels of supervision;
- inappropriate derogatory remarks about a person or their performance;
- shouting at staff;
- persistently picking on people in front of others or in private;
- blocking promotion and training opportunities;
- regularly and deliberately ignoring or excluding staff from work activities or work related social events;
- setting a person up to fail by overloading them with work or setting impossible deadlines;
- regularly making the same person the butt of jokes.

Legitimate and reasonable criticism of a staff member's performance or behaviour, or reasonable management instructions, does not amount to bullying.

Breaches of this Policy

Bullying and harassment are not tolerated in our workplace and all staff are required to treat each other, along with our customers, suppliers, and visitors, with dignity and respect. Breaches of this policy will be dealt with in accordance with our disciplinary procedure. Serious cases of bullying or harassment may amount to gross misconduct resulting in dismissal. Staff who make complaints or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our disciplinary procedure.

If you believe you are being Harassed or Bullied

If you believe you are being harassed or bullied, you may wish to raise the problem informally with the person responsible. Explain the situation and how it has made you feel. It can be helpful to describe the event so the other person is clear about your concerns. Use the opportunity to ask the person to change or stop their behaviour.

Alternatively you may speak to your manager who can provide confidential advice and assistance in resolving the issue formally or informally.

If you do not feel that informal steps are appropriate, or they have been unsuccessful, you should raise the matter formally under our Grievance Procedure. All complaints will be investigated in accordance with our grievance procedure. If we consider that there is sufficient evidence to suggest you have been harassed or bullied, we will consider the appropriate action to take. If the person accused is an employee, this may include invoking our disciplinary procedure up to and including summary dismissal.

Whether or not your complaint is upheld, we will consider how best to manage any ongoing working relationship between you and the person concerned

Introduction

Doorpac is committed to providing a safe, healthy, and productive working environment for all employees, contractors, customers and visitors involved in its operation.

This policy sets out our aims in reducing and managing alcohol and drug problems in the workplace.

Alcohol and drug problems are associated with a wide variety of costs for employers and employees. These costs include ill-health, sickness, absence, reduced work performance, and accidents.

Consumption of drugs and alcohol (including prescription and over the counter drugs) or intoxication during working hours impacts the health and safety of the individual and others, since these substances impair coordination, judgement, and decision making.

Irresponsible behaviour resulting from the misuse of drugs and/or alcohol may damage our reputation and/or business, and as such, is a policy matter.

Policy Objectives

1. To state our position on alcohol and drugs within the workplace.
2. To ensure we comply with appropriate legislation.
3. To minimise the creation of risks caused by or associated with alcohol and drugs at work.
4. To have clear rules regarding substance misuse in the workplace.
5. To provide employees with training on the adverse health effects of alcohol and drugs.
6. To encourage the early identification of substance misuse
7. To support employees experiencing alcohol and drug problems.
8. To provide sufficient training and support to line managers to make sure they feel able to support employees experiencing problems.

Definitions

Alcohol abuse – we define alcohol abuse as any drinking, either intermittent or continual, which interferes with health and/or social functioning and/or work capability or conduct.

Drug – we define drugs as illegal, prescribed and over the counter medicines and solvents. In the case of prescribed and over the counter drugs, we recognise that their possession and use by the employee is legitimate.

Drug abuse – we define drug abuse as the use of illegal drugs, the deliberate misuse of prescribed or over the counter drugs, and the use of solvents, either intermittent or continuous, which interfere with health and/or social functioning and/or work capability or conduct.

Legal

Under the Health and Safety at Work Act 1974, we recognise the duty to protect the health, safety, and welfare of employees and others who are (or may be) affected by their activities, as far as is reasonably practicable, and we are committed to taking measures to ensuring this safety. Under the Management of Health and Safety at Work Regulations 1999, we will carry out a risk assessment to identify workplace hazards and put measures in place to minimise these risks. Under the Misuse of Drugs Act (1971), it is illegal for anyone, to produce, supply or be in possession of illegal drugs.

Employers may be liable if they knowingly allow an employee, customer, or service user to dispense, manufacture, possess, use or sell drugs on their premises.

Policy Rules

We require all employees to come to work free from the effects of alcohol and drugs. Working under the influence of alcohol or drugs, or consuming alcohol or drugs during hours of work, including paid and unpaid breaks, is unacceptable behaviour.

Employees found in possession of illegal drugs or using illegal drugs while at work will normally be reported to the police.

If the legitimate use of prescribed drugs is likely to affect job performance and safety, employees should inform their line manager immediately.

Education

We are committed to promoting health and welfare at work. We will provide employees with information on safe and sensible drinking and the risks associated with drug use.

We are committed to providing suitable and sufficient training to help managers enforce this substance misuse policy and support any employees with a problem.

New managers will be made aware of their responsibilities in relation to this policy via the company induction programme. New staff will be made aware of this policy during the induction and will be sent a copy with their contract of employment.

Identifying a problem

Substance misuse may become apparent through a number of signs. The following list of signals (particularly in combination) could indicate an issue. This list is not exhaustive.

- Persistent short-term absence.
- Frequent unauthorised absence.
- Recurrent small accidents.
- Poor time keeping.
- Inconsistency in work performance.
- A breakdown in working relations.
- Paranoia/aggression.
- Deterioration in physical appearances, such as dental problems/weight loss.

These factors can have a number of other causes, and we encourage managerial staff to use all the information at their disposal and intellectual discretion to identify a potential problem.

Colleagues may be the first to notice when an employee is misusing substances. If a member of staff suspects an alcohol or drug problem in a colleague they should either:

- Encourage the person to seek help from support agencies.
- Report the matter to a manager (particularly if the person is involved in a safety critical job).

Misconduct

Our policy is principally concerned with ongoing issues of substance misuse. We class these as 'capability issues' as the problem will primarily impact how the individual performs their job.

In circumstances where an employee breaches the policy on an individual case, such as reporting for work drunk or being under the influence of drugs at work, we will class this behaviour as a conduct issue and handle it via the normal disciplinary procedures.

If an employee, for example, is violent at work while under the influence of any substance or deals illicit substances at work or any other very serious incident, we will consider this serious misconduct and are justified in summary dismissal.

If an employee admits to having a substance misuse problem, the disciplinary process may be held in abeyance. This will be subject to the successful outcome of treatment and improvement of performance/job capability.

If the employee subsequently admits to a substance misuse problem following an instance of serious misconduct, we may carry out the support route and the disciplinary route in tandem.

Voluntary Referral

Employees who suspect or know they have a drug or alcohol problem are encouraged to seek support at an early stage.

In such instances, we recognise that it is up to the discretion of individuals regarding informing their line managers.

Referral by Management

Managers will offer support to employees who are suspected of having an alcohol or drug problem.

If the problem has become apparent because of a decline in work performance, management will place the employee on a performance improvement plan where the employee will be required to demonstrate improvement and satisfactory completion of the support programme. If performance does not improve, disciplinary action will be taken.

Confidentiality

All appropriate staff, such as occupational health and human resources, must maintain confidentiality for any employee who is experiencing problems with drugs and alcohol.

Appropriate staff must not divulge information regarding individual cases to third parties. Information can only be divulged in cases where safety would be compromised by not doing so.

Relapse

We acknowledge that relapse is common with alcohol and drug problems and, in normal circumstances, we will support employees through two relapses after treatment.

We will treat subsequent relapses on a case-by-case basis. During any review, we will take into account the needs of the department and the business needs of the organisation.

Managers should make sure that employees are aware that disciplinary procedures may begin following subsequent relapses.

Return to Work

After the successful completion of treatment, the company will try to make sure that the employee returns to their existing role. However, if the employee is unable to fulfil their required duties, we will consider alternatives duties.

Managers should make sure that employees are aware that disciplinary procedures may begin following subsequent relapses.

Equal Opportunities

This policy applies equally to all staff regardless of grade, experience, or role within the company.

Monitoring and Review

This policy will be subject to monitoring to review how the policy works in practice. We will review this policy in twelve months.

Signed:



Position:

Managing Director

ANTI-BRIBERY AND CORRUPTION POLICY

DATE: 25/02/2022

ISSUE: 03

PAGE: 1 of 2

APPROVED: M JENKINSON

Anti-bribery and Corruption Policy

Doorpac Limited values its reputation for ethical behavior and for financial probity and reliability. It recognizes that over and above the commission of any crime, any involvement in bribery will also reflect adversely on its image and reputation. Its aim therefore is to limit its exposure to bribery by:

- Setting out a clear Anti Bribery & Corruption policy.
- Training employees so that they can recognize and avoid the use of bribery by themselves and others.
- Encouraging its employees to be vigilant and to report any suspicion of bribery, providing them with suitable channels of communication and ensuring sensitive information is treated appropriately.
- Rigorously investigating instances of alleged bribery and assisting the police and other appropriate authorities in any resultant prosecution.
- Taking firm and vigorous action against any individual(s) involved in bribery.

Doorpac Limited absolutely forbids corruption and the paying or receipt of bribes for any purpose.

The Policy

Bribery - Bribery is the offering, promising, giving, solicitation or the receipt or agreement to receive any financial or other advantage, or any other inducement from any person or company, (wherever they are situated and whether they are a public official or body, or a private person or company), by an individual employee, agent or other person or body acting on another's behalf.

Corruption – Corruption is the abuse of entrusted power for a private gain.

Doorpac Limited prohibits:

Bribery of or by any person or company, in any jurisdiction, wherever they are situated and whether they are a public official or body or private person or company or by any individual employee, agent or other person or body acting on Doorpac's behalf in order to:

1. gain any commercial, contractual or regulatory advantage in a way which is unethical or
2. gain any personal advantage, pecuniary or otherwise, for the individual or anyone connected with the individual or
3. induce the improper performance of any function that is of a public nature, connected with a business, performed by a body or performed by a person in the course of their employment.

When acting for Doorpac Limited, political contributions are not allowed and charitable contributions are allowed only within agreed company schemes and guidelines.

Facilitation payments are any payment made (except where comprised in a lawful and published tariff of general application) as an inducement to secure or expedite the performance of a routine or necessary action to which the payer of the facilitation payment has a legal entitlement. These are not permitted or condoned by Doorpac Limited.

Signed:



Position: Managing Director

WHISTLEBLOWING POLICY

DATE: 15/02/2022

ISSUE: 02

PAGE: 1 of 3

APPROVED: M JENKINSON

Introduction

Doorpac Limited is committed to the highest standards of openness, probity and accountability.

An important aspect of accountability and transparency is a mechanism to enable staff and other members of the Company to voice concerns in a responsible and effective manner. It is a fundamental term of every contract of employment that an employee will faithfully serve his or her employer and not disclose confidential information about the employer's affairs. Nevertheless, where an individual discovers information which they believe shows serious malpractice or wrongdoing within the organisation then this information should be disclosed internally without fear of reprisal, and there should be arrangements to enable this to be done independently of line management (although in relatively minor instances the line manager would be the appropriate person to be told).

The Public Interest Disclosure Act, gives legal protection to employees against being dismissed or penalised by their employers as a result of publicly disclosing certain serious concerns. The Company has endorsed the provisions set out below to ensure that no members of staff should feel at a disadvantage in raising legitimate concerns.

It should be emphasised that this policy is intended to assist individuals who believe they have discovered malpractice or impropriety. It is not designed to question financial or business decisions taken by the Company nor should it be used to reconsider any matters which have already been addressed under harassment, complaint, disciplinary or other procedures.

Scope of Policy

This policy is designed to enable employees of the Company to raise concerns internally and at a high level and to disclose information which the individual believes shows malpractice or impropriety. This policy is intended to cover concerns which are in the public interest and may at least initially be investigated separately but might then lead to the invocation of other procedures e.g. disciplinary. These concerns could include:

- Financial malpractice or impropriety or fraud
- Failure to comply with a legal obligation or Statutes
- Dangers to Health & Safety or the environment
- Criminal activity
- Improper conduct or unethical behaviour
- Attempts to conceal any of these

Safeguards

Protection - this policy is designed to offer protection to those employees of Doorpac Limited who disclose such concerns provided the disclosure is made:

- in good faith
- in the reasonable belief of the individual making the disclosure that it tends to show malpractice or impropriety and if they make the disclosure to an appropriate person (see below). It is important to note

that no protection from internal disciplinary procedures is offered to those who choose not to use the procedure. In an extreme case, malicious or wild allegations could give rise to legal action on the part of the persons complained about.

Confidentiality – Doorpac Limited will treat all such disclosures in a confidential and sensitive manner. The identity of the individual making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. However, the investigation process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence required.

Anonymous Allegations - this policy encourages individuals to put their name to any disclosures they make. Concerns expressed anonymously are much less credible, but they may be considered at the discretion of the Company. In exercising this discretion, the factors to be taken into account will include:

- The seriousness of the issues raised
- The credibility of the concern
- The likelihood of confirming the allegation from attributable sources

Untrue Allegations - If an individual makes an allegation in good faith, which is not confirmed by subsequent investigation, no action will be taken against that individual. In making a disclosure the individual should exercise due care to ensure the accuracy of the information. If, however, an individual makes malicious or vexatious allegations, and particularly if he or she persists with making them, disciplinary action may be taken against that individual.

Procedures for Making a Disclosure

On receipt of a complaint of malpractice, the member of staff who receives and takes note of the complaint, must pass this information as soon as is reasonably possible, to the appropriate designated investigating officer as follows:

- Complaints of malpractice will be investigated by the appropriate Director unless the complaint is against the Director or is in any way related to the actions of the Director. In such cases, the complaint should be passed to the Managing Director for referral.
- The complainant has the right to bypass the line management structure and take their complaint direct to the Managing Director. The Managing Director has the right to refer the complaint back to management if he feels that the management without any conflict of interest can more appropriately investigate the complaint.

Should none of the above routes be suitable or acceptable to the complainant, then the complainant may approach The British Woodworking Federation. They can advise the complainant on the implications of the legislation and the possible internal and external avenues of complaint open to them:

If there is evidence of criminal activity then the investigating officer should inform the police. The Company will ensure that any internal investigation does not hinder a formal police investigation.

Timescales

Due to the varied nature of these sorts of complaints, which may involve internal / external investigators and / or the police, it is not possible to lay down precise timescales for such investigations. The investigating officer should ensure that the investigations are undertaken as quickly as possible without affecting the quality and depth of those investigations.

The investigating officer, should as soon as practically possible, send a written acknowledgement of the concern to the complainant and thereafter report back to them in writing the outcome of the investigation and on the

action that is proposed. If the investigation is a prolonged one, the investigating officer should keep the complainant informed, in writing, as to the progress of the investigation and as to when it is likely to be concluded.

All responses to the complainant should be in writing and sent to their home address marked “confidential”.

Investigating Procedure

The investigating officer should follow these steps:

- Full details and clarifications of the complaint should be obtained.
- The investigating officer should inform the member of staff against whom the complaint is made as soon as is practically possible. The member of staff will be informed of their right to be accompanied by a trade union or work colleague at any future interview or hearing held under the provision of these procedures. At the discretion of the investigating officer and dependant on the circumstances of the complaint an alternative representative may be allowed e.g. the individual’s legal representative.
- The investigating officer should consider the involvement of the Company auditors and the Police at this stage and should consult with the Managing Director if appropriate
- The allegations should be fully investigated by the investigating officer with the assistance where appropriate, of other individuals / bodies.
- A judgement concerning the complaint and validity of the complaint will be made by the investigating officer. This judgement will be detailed in a written report containing the findings of the investigations and reasons for the judgement. The report will be passed to the Managing Director.
- The Managing Director will decide what action to take. If the complaint is shown to be justified, then they will invoke the disciplinary or other appropriate Company procedures.
- The complainant should be kept informed of the progress of the investigations and, if appropriate, of the final outcome.
- If appropriate, a copy of the outcomes will be used to enable a review of Company procedures.

If the complainant is not satisfied that their concern is being properly dealt with by the investigating officer, they have the right to raise it in confidence with the Managing Director.

If the investigation finds the allegations unsubstantiated and all internal procedures have been exhausted, but the complainant is not satisfied with the outcome of the investigation, Doorpac Limited recognises the lawful rights of employees and ex-employees to make disclosures to prescribed persons or body (e.g. the Health and Safety Executive). A full list of prescribed people and bodies can be found on the Government Website (www.gov.uk).

Signed:



Position: Managing Director

CONSENT FORM – YOUR DATA

We, Doorpac Limited as your employer are required to comply with the Data Protection Act 2018 (the “Act”) in relation to the personal data which we hold about you. We will use your information in order to carry out our proper business purposes, for example to process payroll, maintain employee records and to carry out our administrative processes with regard to Pensions, Life Assurance, Sickness, Holidays. On occasions we may also request further information from third parties such as Training course providers, education authorities, when the company has paid for the service provided.

We may also hold and use information, which is defined as “sensitive personal data” under the Act, e.g., information which relates to health, the commission of any offences, racial or ethnic origin or trade union membership. This information may be used for the purpose of providing statutory statistics to government or its appointed representatives. We also hold time-keeping and attendance records on all employees and may monitor attendance and time-keeping. In some circumstances, we may use these records and any other information in your employee records for disciplinary purposes.

It is necessary for us to pass your information on to carefully selected third party organisations, including the companies which we employ to process payrolls on our behalf. On occasion it may be necessary to pass information to pension and insurance providers, government agencies, benefit providers, leasing companies.

You have the right to ask to be informed of the nature of the information we hold on you. In the event of excessive requests over a short period of time the company reserves the right to request a fee from you to cover our administration costs of providing you with this information. You also have the right to require us to correct any inaccuracies in the data which we hold about you and to have your data kept up to date. If for example, you move house or change your telephone number, please inform your immediate supervisor.

If you have any queries regarding our use of your personal information, please contact your immediate supervisor.

By signing the consent below, you confirm that you have read and understood this notice and that you agree to our holding and using your personal data.

Signed

Name in full
(Printed)

Dated