

UK HR policies and processes

1. Reclaiming expenses

Expenses will only be reimbursed if they are:

- Supported by relevant documents (VAT receipts, tickets, and credit or debit card slips);
- Authorised in advance where required.

Reclamation forms are available in the office.

2. On/Off boarding

Onboarding process

New staff will receive:

- Information on welfare facilities, fire assembly points
- On site introduction to colleagues
- An introduction to the staff handbook and employment policies
- An introduction to health and safety, risk assessments and policies
- An explanation of the timetable
- Instructions to complete payroll system-forms
- Explanation on lunch and tea breaks timing
- Explanation on working hours and internal contact persons
- Tour around the facility and work place
- An e-mail address and password if required
- A evaluation moment after week 1

Offboarding

In case of leaving the company, one needs to:

- Hand in a resignation letter to the supervisor
- Agree on the final work date with the supervisor
- Hand back all company property to the supervisor
- Hand back any keys if applicable to the supervisor
- Clear down company emails if applicable
- On the last day an exit interview will take place

3. Sick Leave/Recovery process description

- If an employee is absent from work on account of sickness or injury they must report this to the company. This is done by telephoning the Office Manager , Nursery Manager or Peter Wain not later than 07.00 am on the first working day on which the absence begins.
- The employee attends a return-to-work interview on the first day back after absence, before being allowed to start work – copy of the form attached. This is for any period of absence. We do this to ensure that:
 - The employee is fit for work
 - Updating her/him on anything that has happened during the absence

- Raise any other concerns about her/his absence record or return to work
- For absence of more than a week the employee must obtain a certificate from her/his doctor stating that she/he is not fit for work, giving the reason. If absence continues beyond the expiry of a certificate, a further certificate should be provided
- If her/his doctor provides a certificate stating that she/he "may be fit for work" one must inform the Company immediately. We will then hold a discussion with the employee about how to facilitate her/his return to work, taking account of the doctor's advice
- Copies of the return to work form are kept in the personnel files and the spreadsheet is updated

Long term absence or frequent short term absence is investigated and the reasons for the absence discussed. This helps to identify if there are any measures that could improve the employee's health and/or attendance. We may decide that medical evidence, or further medical evidence, is required before deciding on a course of action. We may need to agree a phased return to work in the case of long term absence. For frequent short term absence we may set a target for improved attendance within a set time frame.

We may ask the employee to consent to a medical examination by a doctor or occupational health professional or other specialist nominated by us, which we would pay for. We would ask the employee to agree that any medical report produced may be disclosed to us and that we may discuss the contents of the report with the specialist and with our advisers.