

**Catena**  
Inspection & Engineering Services Ltd  
**Lifting Solutions & Supplies**

# Staff Handbook

7<sup>th</sup> Edition: June 2025

## INTRODUCTION

Welcome to Catena Inspection & Engineering Service Ltd.

Our aim in producing this document is to create a central information point where you can find information relating to all aspects of your employment with us.

This document provides an overview of our expectations of you, and what you can expect from us as your employer. In return we ask for a high degree of commitment, dedication and loyalty to help us achieve the aims and objectives of the Company.

The information contained within this document has been summarised to highlight the key points, however further detailed documents are available on the Works Canteen Noticeboard and on the company's website, via the QR code link displayed in the Canteen.

The Handbook and corresponding policy documents do not form part of your contract of employment with Catena. However, all staff are expected to understand and comply with all company policies, procedures and working practices.

I hope you find this a useful guide during your employment with us. If you are unable to find the answer to your question, please feel free to contact your line manager who will certainly be able to find an answer for you.



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Managing Director

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# STARTING WITH CATENA

## About the Company

Catena is a well-recognised name within the Lifting and Engineering Industry. With over 45 years' experience, we are one of the largest suppliers of lifting equipment, Proof Load Testing and Statutory Inspection in the Midlands.

Services include:

- Proof Load Testing
- Thorough Examination & Repair
- Fabrication and Engineering
- Manufacturing of Wire Rope & Chain Sling Assemblies
- On-Site Inspections of Lifting Equipment & Proof Load Testing
- LOLER Examinations

Supply includes:

- Chain and Chain Components Sales
- Height Safety
- Wire Rope Assemblies
- Manual Handling
- Shackles
- Eyebolts and Eyenuts
- Web Slings

We have a workforce of around 24 staff based in our company buildings in Pinxton, Nottinghamshire. Further information about us and what we do is available on our website at [www.catenais.co.uk](http://www.catenais.co.uk). We can also be found on Facebook, Twitter and LinkedIn:

<https://www.facebook.com/CatenaIS> [https://twitter.com/Catena\\_Derbys](https://twitter.com/Catena_Derbys)  
<http://www.linkedin.com/company/catena-inspection-&-engineering-services-ltd>



## Statement of Employment Terms and Conditions

As an employee of Catena, you will have received a document setting out specific terms and conditions of service as they relate to your post. You should have received this on or before your first day of employment – if you haven't please speak to your manager.

Amongst other details, this statement includes:

- remuneration and the intervals at which it is to be paid
- hours of work
- holiday entitlement
- absence procedures
- pension scheme
- notice periods
- job title (or a brief job summary) and duties
- probationary period
- training
- confidentiality
- intellectual property
- data protection
- restrictive covenants

### Probation Periods

All new staff are subject to a probationary period of 6 months.

Regular informal reviews will take place during probation, with a formal review at 3 months and a final review at 6 months. Your appointment will be confirmed on satisfactory completion of the 6-month period.

During this probationary period, you will be given appropriate support and development opportunity to help you reach the required standards. Extension of the probationary period may be granted to enable the required standards to be achieved, but failure to do so will result in termination of your employment.

The company's disciplinary procedure shall not apply during this period.

### Your Attendance at Work

Catena values good attendance at work and is committed to improving the general wellbeing of its employees to achieve this. Although we aim to secure regular attendance, we do not expect employees to attend when they are unwell.

### Notification of Absence

If you are unable to attend work due to sickness you must:

- Notify the office or the works supervisor that you are ill or unable to attend work for any other reason. Notification should be as early as possible, and in any event, no later than 30 minutes after your start time. You should be prepared to state the reason why you cannot attend work, and how long you think the absence will last.
- This notification should be made every day on which the employee is absent or until a medical certificate has been provided.

- Provide any information that the manager may need about your current work.
- Complete and submit a self-certification form on return to work for all periods of sickness absence.
- Provide a doctor's certificate or 'fit note' for a period of sickness absence exceeding seven days.
- Following submission of medical certificates, the employee should keep in touch with the office or the works supervisor on a regular basis to provide an update on their condition together with a likely timescale for a return to work.
- As requested, attend an interview with your line manager on return to work to discuss the absence and the reason for it. One of the purposes of this interview will be to establish whether your line manager can provide any support to you that could facilitate attendance at work in the future (for example, if your absence was in any way work related).

Notification should be made by you personally unless impossible due to the nature of the illness where you should arrange for someone else to call on your behalf. During prolonged periods of absence, your manager should be kept informed of progress and an expected date of return.

Any employee who has been absent due to sickness and is found not to have been genuinely ill will be subject to disciplinary action, which could include dismissal.

## Sickness Payments

Payment of Statutory Sick Pay will be made in accordance with current regulations and guidelines.

## Hours of Work

Your normal hours and working pattern will be specified in your Statement of Terms and Conditions of Employment.

The full-time contracted hours for all posts are 39 hours per week excluding daily meal breaks. A daily unpaid lunch break of a minimum of 30 minutes must be taken if you work more than six hours daily.

Catena reserves the right to vary your hours and pattern of working, following consultation and agreement with you.

Persistent poor timekeeping means that colleagues are put under pressure to cover your duties. This is not acceptable and will therefore be treated as a potential disciplinary offence under our disciplinary procedures.

## Flexible Working

Catena has a policy of trying to assist staff to balance their work and home life, and is therefore willing to consider requests from staff to vary their working hours or work pattern. Such requests will be considered, taking into account the impact on the company, work colleagues, and any other relevant factors.

All requests must be made in writing by filling in the Flexible Working Request Application Form, which is available from the office. You may also find it helpful to discuss with your line manager prior to making a request. Please refer to the Flexible Working Request Policy & Procedure for further details.

## Criminal Record Checks

Certain employees of Catena may be required to undergo a criminal record check (eg Disclosure and Barring Service – DBS). This is only in very special circumstances where your employment with us means you are likely to come into contact with children or vulnerable adults (or certain other particular circumstances), this is also a requirement of a BPSS Check, which some employees may be required to undertake if working with certain clients. Should this be the case, we will discuss the situation with you prior to confirming your appointment (or relevant change to your job).

## Data Protection Rights and Obligations

Data Protection legislation (the Data Protection Act and the General Data Protection Regulations, referred to as GDPR) sets out the rights and obligations in relation to personal data.

Catena, and all staff responsible for using data must be familiar with and must follow strict rules called 'data protection principles'. They must make sure the information is:

- fairly and lawfully processed, and in a transparent manner
- collected only for specified, explicit and legitimate purposes
- adequate, relevant, and limited to what is necessary for the purposes of processing
- accurate, and that all reasonable steps are taken to ensure that inaccurate personal data is rectified or deleted without delay
- only kept for the period necessary for processing
- safe and secure and protected against unauthorised or unlawful processing, and accidental loss, destruction or damage, by adopting appropriate measures

The company tells individuals the reasons for processing their personal data, how it uses such data and the legal basis for processing in its privacy notices. It will not process personal data of individuals for other reasons. Where the organisation relies on its legitimate interests as the basis for processing data, it will carry out an assessment to ensure that those interests are not overridden by the rights and freedoms of individuals.

Where the company processes special categories of personal data or criminal records data to perform obligations or to exercise rights in employment law, this is done in accordance with a policy on special categories of data and criminal records data.

### Individual responsibilities

Individuals are responsible for helping the company keep their personal data up to date. Individuals should let the company know if data provided changes, for example if an individual moves house or changes their bank details.

Individuals may have access to the personal data of other individuals, and of our customers and clients, in the course of their employment. Where this is the case, the company relies on individuals to help meet its data protection obligations to staff, and to customers and clients.

Individuals who have access to personal data are required:

- to access only data that they have authority to access and only for authorised purposes;
- not to disclose data except to individuals (whether inside or outside the company) who have appropriate authorisation;
- to keep data secure (for example by complying with rules on access to premises, computer access, including password protection, and secure file storage and destruction);
- not to remove personal data, or devices containing or that can be used to access personal data, from the organisation's premises without adopting appropriate security measures (such as encryption or password protection) to secure the data and the device;
- not to store personal data on local drives or on personal devices that are used for work purposes; and
- to report data breaches of which they become aware to the IMS Manager or the Managing Director, immediately.

Failing to observe these requirements may amount to a disciplinary offence, which will be dealt with under the company's disciplinary procedure. Significant or deliberate breaches of this policy, such as accessing employee or customer data without authorisation or a legitimate reason to do so, may constitute gross misconduct and could lead to dismissal without notice.

#### Individual rights

As a data subject, individuals have a number of rights in relation to their personal data.

#### *Subject access requests*

Individuals have the right to make a subject access request.

To make a subject access request, the individual should send the request to the IMS Manager or the Managing Director. The company will normally respond to a request within a period of one month from the date it is received.

#### *Other rights*

Individuals can require the organisation to:

- rectify inaccurate data;
- stop processing or erase data that is no longer necessary for the purposes of processing;
- stop processing or erase data if the individual's interests override the company's legitimate grounds for processing data (where the company relies on its legitimate interests as a reason for processing data);
- stop processing or erase data if processing is unlawful; and
- stop processing data for a period if data is inaccurate or if there is a dispute about whether or not the individual's interests override the organisation's legitimate grounds for processing data.

To ask the company to take any of these steps, the individual should send the request to the IMS Manager or the Managing Director.

## Changes in Personal Information for Employment Purposes

It is important that our records are correct, as inaccurate or out of date information may affect payment of your salary or cause difficulties in situations where contact is required for emergencies. You **must** notify your the IMS Manager immediately of all changes in the following personal information:

- Name
- Home address
- Telephone number, e-mail address
- Bank account details
- Examinations passed/qualifications gained
- Emergency contact
- Driving licence penalties (if you are required to drive on Company business)
- Criminal charge, caution or conviction
- Conflict, or potential conflict of interest

## Conflict of Interest

You should not, directly or indirectly, engage in, or have any interest, financial or otherwise, in any other business enterprise which interferes or is likely to interfere with your independent exercise of judgement in Catena's best interest.

Generally, a conflict of interests exists when an employee is involved in an activity:

- Which provides products or services directly to, or purchase products or services from Catena.
- Which subjects the employee to unreasonable time demands that prevent the employee from devoting proper attention to their responsibilities to Catena.
- Which is so operated that the employee's involvement with the outside business activity will reflect adversely on Catena.

Should you be in doubt as to whether an activity involves a conflict, you should discuss the situation with your line manager.

## Standards of Performance and Behaviour at Work

### Appearance

You are expected to dress appropriately at all times in relation to your role, and to ensure that your personal hygiene and grooming are properly attended to prior to presenting yourself at work.

If we have supplied you with a uniform or other apparel, then you must wear this at all times when required to do so; it is your responsibility to ensure that this is clean and presentable.

If your work brings you into contact with the general public, then you must ensure your dress and grooming standards reflect the values of Catena.

If you have any queries about what is appropriate, these should be directed to your line manager.

### Company Premises

You must not bring any unauthorised person on to Catena property without prior agreement from your line manager, unless you are authorised to do so as part of your job. In these circumstances, you are responsible for ensuring that your visitors are

appropriately monitored during their stay, and that they do not access areas or company property inappropriately.

You must not remove Catena property from the company's premises unless prior authority from your line manager has been given.

## Personal Property

Any personal property such as jewellery, cash, credit cards, clothes, cars, motorbikes or bicycles etc. left on Catena premises is done so entirely at your own risk. You are strongly advised not to leave any valuables unattended, either on our premises, our vehicles or in your own vehicle. Catena does not accept liability for loss or damage to any personal property whatsoever.

## Telephones & Correspondence

Company telephone / mobile phone or postal facilities must not be used for private purposes without prior permission from your line manager. If, for any reason, personal use is made of these items then arrangements must be made to pay the cost price of all services used. Abuse of these facilities will be considered a potential disciplinary matter.

Individuals are permitted to have their phones with them in the workplace, however it is strongly advised that to allow concentration these should be stored away during your working hours. Anyone using their phone excessively may be subject to Disciplinary Action

## Smoking and Other Substances at Work

Smoking and vaping or use of similar products is strictly prohibited throughout Catenas premises (including entrances and exits) and vehicles.

An outside area has been identified for those who wish to smoke during their break-time. Should you wish to avail yourself of these facilities, please speak to your line manager.

Bringing alcohol or any unlawful drugs to the workplace, and / or imbibing them there is strictly prohibited both during work time or during a period prior to work where the effects carry over to the workplace. Any such instances will be dealt with under the disciplinary procedure and may lead to your summary dismissal. Catena reserves the right to conduct random Drugs and / or Alcohol testing as required.

## Confidentiality

It is a condition of your employment that you have a duty of confidentiality with regards to Company.

During the course of your employment you may find yourself in possession of sensitive information, the disclosure of which could be construed as a breach of confidentiality. It is a condition of your employment that you have a duty of confidentiality to the Company, and you must not discuss any Company sensitive or confidential matter whatsoever with any outside organisation including the media.

Any such breach of confidentiality would be deemed as gross misconduct except as otherwise provided or as permitted by any current legislation (e.g. the Public Interest Disclosure Act) and could lead to your dismissal.

See CHR027 Document Security for more information on handling sensitive data

## Computer, email and Internet use

If you have access to the Company's computers including email and access to the internet as part of your job, you must not abuse this by using these facilities for purposes unrelated to Company business.

Limited personal use of the internet is permitted during your formal breaks. All internet use is monitored and accessing pornographic or other unsuitable material is strictly prohibited and would be considered a serious disciplinary offence which may result in dismissal.

**Only software packages properly authorised and installed by the Company may be used on Company equipment, you must therefore not load any unauthorised software onto Company computers. If you need to install unauthorised software then you must contact the IMS Manager first for approval**

If you have a Company email address, this is provided for responsible use. Provision of a company email address means any other employee is able to contact you with legitimate work-related content, there is no expectation to access this outside of working hours unless by agreement or in a particular situation, this is merely to facilitate communications when it's not always possible to speak face to face due to working patterns.

See CHR023 IT and Cyber Policy and Procedure for more information on computer security

## Receipt of Gifts

Your working relationships may bring you into contact with outside organisations where it is normal business practice or social convention to offer hospitality, and sometimes gifts. Offers of this kind to you or your family can place you in a difficult position. Therefore, no employee or any member of their immediate family should accept from a supplier, customer or other person doing business with Catena, payments of money under any circumstances, or special considerations, such as discounts or gifts of materials, equipment, services, facilities or anything else of value unless:

- They are in each instance of a very minor nature usually associated with accepted business practice.
- They do not improperly interfere with your independence of judgement or action in the performance of your employment.

In every circumstance where a gift is offered, the advice of your line manager must be sought.

## Bribery and other Corrupt Behaviour

The Company has a strict anti-bribery and corruption policy in line with the Bribery Act (2010). A bribe is defined as: giving someone a financial or other advantage to encourage that person to perform their functions or activities improperly or to reward that person for having already done so.

If you bribe (or attempt to bribe) another person, intending either to obtain or retain business for the company, or to obtain or retain an advantage in the conduct of the

company's business this will be considered gross misconduct. Similarly accepting or allowing another person to accept a bribe will be considered gross misconduct. In these circumstances, you will be subject to formal investigation under the Company's disciplinary procedures, and disciplinary action up to and including dismissal may be applied.

## DISCIPLINARY PROCEDURE

### **Introduction**

The aim is to encourage improvement in individual conduct or performance.

Management will seek to address issues informally with the employee where this is considered the most appropriate course of action (eg minor misconduct and first offences). However, where formal action is deemed necessary, the company reserves the right to implement the procedure at any stage taking into account the alleged misconduct of an employee.

The procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated.

Employees have the right to be accompanied at a formal disciplinary hearing by a fellow worker or trade union representative of their choice. There is no right to be accompanied during informal stages or the investigation process.

### **Disciplinary offences**

#### *General or minor misconduct*

Matters that the organisation views as amounting to minor misconduct include (but are not limited to):

- persistent lateness and poor timekeeping;
- unauthorised absence;
- poor attendance;
- minor damage to the company's property;
- failure to observe and work in accordance with the company's regulations and procedures;
- sub-standard performance and incompetence;
- un reasonable standards of dress or personal hygiene including failure or refusal to wear company uniform;
- misuse of company facilities including computer facilities (eg e-mail and the internet);
- unreasonable refusal to follow an instruction issued by a manager or supervisor;
- excessive use of mobile phones during your working hours

### *Gross misconduct*

Gross misconduct is misconduct of such a serious and fundamental nature that it breaches the contractual relationship between the employee and the company. In the event that an employee commits an act of gross misconduct, the company will be entitled to terminate summarily the employee's contract of employment without notice or pay in lieu of notice.

Matters that the company views as amounting to gross misconduct include (but are not limited to):

- theft including unauthorised possession of company property;
- falsification of records, reports, accounts, expense claims or self-certification forms, whether or not for personal gain;
- information relating to your suitability of employment by the company, or provided in the course of applying for employment, which is found to be untrue or misleading;
- other offences of dishonesty;
- abusive or violent behaviour, including but not limited to, physical assault, breach of the peace or verbal abuse;
- deliberate damage to or misuse of the company's property;
- smoking (or use of an e-cigarette) in non-designated areas of the company's premises (including company cars); and
- being unfit for duty due to the misuse/consumption of alcohol or illegal drugs;
- possession, custody or control of illegal drugs on the company's premises;
- serious breach of the company's rules, including, but not restricted to, health and safety rules and rules on computer use;
- Significant or deliberate breaches of data, such as accessing employee or customer data without authorisation or a legitimate reason to do so;
- gross negligence;
- conduct that brings the company's name into disrepute;
- bullying of a fellow worker;
- discrimination or harassment of a fellow worker on the grounds of sex, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, disability, age or religion or belief;
- serious insubordination;
- breaches of confidentiality, prejudicial to the interest of the company (subject to the Public Interest Disclosure Act)
- committing a criminal offence, whether during the performance of your duties or otherwise, which in the opinion of the company renders you unfit to continue as an employee or which would be likely to adversely prejudice the reputation or interests of the business;

- bribery offences, including bribing or attempting to bribe another individual, or personally taking or knowingly allowing another person to take a bribe;

Other acts of misconduct may come within the general definition of gross misconduct.

### **Suspension**

There may be instances where suspension is necessary while investigations are carried out. The company has the right to suspend where there are reasonable grounds for concern that evidence may be tampered with, destroyed or witnesses pressurised before the disciplinary hearing, or if there is a potential risk to the business or other employees or third parties in allowing the employee to remain at work.

### **Disciplinary outcomes**

Where, following a disciplinary hearing, the company establishes that the employee has committed a disciplinary offence, the following disciplinary action may be taken:

- a. Where a minor offence or offences have been committed, a first written warning may be given.
- b. Where either a more serious disciplinary offence has been committed or further minor offences have been committed by an employee following a first written warning that remains "live", the employee will receive a final written warning (or first and final written warning).
- c. Where the employee has committed further acts of misconduct following a final written warning given under b. above, the employee may be dismissed with notice or with pay in lieu of notice.
- d. Where the company establishes that an employee has committed an act of gross misconduct, the employee may be summarily dismissed.

As a means of avoiding dismissal, management, at their discretion, may consider and offer alternative sanctions, in conjunction with other forms of disciplinary action, where feasible and as appropriate. This could include demotion/alternative employment, stoppage of pay / time out for a specified period.

### **Appeal**

An employee may appeal against any formal disciplinary sanction imposed against them.

When lodging an appeal, the employee should state:

- a. the grounds of appeal; and
- b. whether they are appealing against the finding that they have committed the alleged act or acts of misconduct, or against the level of disciplinary sanction imposed.

The employee must provide written notice of the appeal within five working days of being informed of the disciplinary sanction being imposed against them.

The appeal will be heard by the Director and a manager who was not involved in the hearing. The Director must decide, on the basis of representations, together with any subsequent facts that may have come to light, whether or not to uphold the disciplinary sanction. The Director will decide the case as impartially as possible.

The full procedure is available on the Works Canteen Noticeboard and on the company's document store.

## GRIEVANCE PROCEDURE

### **Introduction**

Catena Inspection & Engineering Services Ltd believes that all employees should be treated fairly and with respect.

A formal grievance should be concerned with the way in which you believe you have been treated by the company/managers acting on its behalf, or about any aspect of your work. Complaints that amount to an allegation of misconduct on the part of another employee will be investigated and dealt with under the disciplinary procedure.

Grievances may be concerned with a wide range of issues, including the allocation of work, your working environment or conditions, the opportunities that you have been given for career development or the way in which you have been managed.

### **Informal resolution**

If you are unhappy about the treatment that you have received or about any aspect of your work, you should discuss this with your manager, who will discuss and attempt to resolve the situation with you on an informal basis.

If you feel unable to approach your manager directly, you may ask a fellow worker or trade union official to raise this on your behalf.

Where attempts to resolve the matter informally do not work, it may be appropriate for you to raise a formal grievance under this procedure.

### **Right to be accompanied**

You have the right to be accompanied by a fellow worker or trade union representative at a grievance meeting or subsequent appeal, subject to a reasonable request.

### **Conducting the grievance procedure**

Catena recognises that a formal grievance procedure can be a stressful and upsetting experience for all parties involved. Everyone involved in the process is entitled to be treated calmly and with respect.

### **Formal grievance procedure**

#### *Making the complaint*

If the matter is serious and/or you wish to raise the matter formally you should set out the grievance in writing to the Director. This written statement will form the basis of the subsequent hearing and any investigations, so it is important that you set out clearly the nature of your grievance and indicate the outcome that you are seeking. Your complaint should be headed "Formal grievance" and sent to the Director.

Further attempts may be made to resolve the matter informally, depending on the nature of your complaint. However, if you are not satisfied with the outcome, you may insist on the matter proceeding to a full grievance hearing.

Before proceeding to a full grievance hearing, it may be necessary to carry out investigations of any allegations made by you, although the confidentiality of the grievance process will be respected, wherever possible.

### *The grievance hearing*

The hearing will be held as soon as is reasonably practicable and, subject to any need to carry out prior investigations, within five working days of the receipt of your written complaint. It will be conducted by a manager and the Director. At the meeting, you will be asked to explain the nature of your complaint and what action you feel should be taken to resolve the matter. Where appropriate, the meeting may be adjourned to allow further investigations to take place.

Following the meeting, you will be informed in writing of the outcome within seven working days and told of any action that the company proposes to take as a result of your complaint. You may discuss this outcome informally with the manager.

If you are dissatisfied with the outcome, you may make a formal appeal.

### *Appeal*

Your appeal should be made in writing to the Director. You should clearly state the grounds of your appeal, ie the basis on which you say that the result of the grievance was wrong or that the action taken as a result was inappropriate. This should be done within seven working days of the written notification of the outcome of the grievance. An appeal meeting will be arranged to take place within five working days of the submission of your formal appeal, wherever possible.

The appeal hearing will be conducted by the Director, and a manager who was not involved in the hearing, who will consider the grounds that you have put forward and assess whether or not the conclusion reached in the original grievance hearing was appropriate.

Following the appeal meeting, you will be informed of the outcome within seven working days, wherever possible. The outcome of this meeting will be final.

The full procedure is available on the Works Canteen Noticeboard and on the company's document store.

## WHISTLE BLOWING

We believe it is important and in the best interest of the business that any fraud, misconduct or wrongdoing by workers, supervisors or managers, of the company, is reported and properly dealt with. We believe that whistleblowing could provide us with information that may not otherwise have been known to us and could help us to make better decisions and control risk.

The company therefore encourages all individuals to raise any concerns that they may have about the conduct of others in the business or the way in which the business is run so that we can act promptly in addressing and putting right any wrongdoing that may be found.

This policy sets out the way in which individuals may raise any concerns that they have and how those concerns will be dealt with. Further details are available in the Whistle Blowing Policy.

## VALUING DIVERSITY AND DIGNITY AT WORK

### Valuing Diversity

#### Statement

Catena is committed to valuing diversity and seeks to provide all staff with the opportunity for employment, career and personal development on the basis of ability, qualifications and suitability for the work as well as their potential to be developed into the job.

We believe that people from different backgrounds can bring fresh ideas, thinking and approaches which make the way work is undertaken more effective and efficient.

The Company will not tolerate direct or indirect discrimination against any person on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation whether in the field of recruitment, terms and conditions of employment, career progression, training, transfer or dismissal.

It is also the responsibility of all staff in their daily actions, decisions and behaviour to endeavour to promote these concepts, to comply with all relevant legislation and to ensure that they do not discriminate against colleagues, customers, suppliers or any other person associated with the Company.

#### Key Actions

In adopting these principles Catena:

- Will not tolerate acts that breach this policy and all such breaches or alleged breaches will be taken seriously, be fully investigated and may be subject to disciplinary action where appropriate.
- Fully recognises its legal obligations under all relevant legislation and codes of practice.
- Will allow staff to pursue any matter through the internal procedures which they believe has exposed them to inequitable treatment within the scope of this policy.
- Will ensure that all managers understand and maintain their responsibilities and those of their team under this policy.
- Will offer opportunities for flexible working patterns, wherever operationally feasible, to help employees to combine a career with their domestic responsibilities.
- Will provide equal opportunity to all who apply for vacancies through open competition.
- Will select candidates only on the basis of their ability to carry out the job, using a clear and open process.
- Will provide all employees with the training and development that they need to carry out their job effectively.

- Will provide all reasonable assistance to employees who are or who become disabled, making reasonable adjustments wherever possible to provide continued employment. We will ensure an appropriate risk assessment is carried out and that appropriate specialist advice is obtained when necessary.
- Will distribute and publicise this policy statement throughout the Company

## Dignity at Work

### Statement

Catena is committed to creating a work environment free of harassment and bullying, where everyone is treated with dignity and respect.

Catena will not tolerate bullying and harassment of any kind. All allegations of bullying and harassment will be investigated and, if appropriate, disciplinary action will be taken.

Catena will not tolerate victimisation of a person for making allegations of bullying or harassment in good faith or supporting someone to make such a complaint. Victimisation is also a disciplinary offence.

### What and How of Bullying or Harassment

**Bullying** is offensive, intimidating, malicious or insulting behaviour, and/or an abuse or misuse of power that is meant to undermine, humiliate or injure the person on the receiving end.

**Harassment** is unwanted conduct related to relevant protected characteristics, which are sex, gender reassignment, race (which includes colour, nationality and ethnic or national origins), disability, sexual orientation, religion or belief and age, that:

- has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person; or
- is reasonably considered by that person to have the effect of violating their dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for them, even if this effect was not intended by the person responsible for the conduct.

Forms may include:

- physical contact ranging from touching to serious assault
- verbal and written harassment through jokes, offensive language, gossip and slander, sectarian songs, letters and so on
- visual display of posters, graffiti, obscene gestures, flags and emblems
- isolation or non-cooperation at work, exclusion from social activities
- coercion ranging from pressure for sexual favours to pressure to participate in political/religious groups
- intrusion by pestering, spying, following someone
- bullying

## Impact and consequences

Harassment and bullying can have very serious consequences for individuals and the company.

Harassment or bullying may make people unhappy, may cause them stress and affect their health and family and social relationships, may affect their work performance and could cause them to leave their job. Severe cases of harassment and bullying can even lead to mental illness and suicide.

Employees found guilty of harassment or bullying may face disciplinary penalties, up to and including dismissal, and in some circumstances this could lead to Criminal proceedings.

## Responsibilities

It is also the responsibility of all staff in their daily actions, decisions and behaviour to endeavour to prevent bullying and harassment and to promote positive working relationships.

## What should I do if subjected to Harassment?

If you feel you are being harassed, you are strongly encouraged to seek early advice/support from your line manager. If you feel your line manager is harassing you, then you should contact their immediate line manager.

You should also keep a written record detailing the incidents of harassment and any requests made to the harasser to stop. This written record should be made as soon as possible after the events giving rise to concern and should include dates, times, places and the circumstances of what happened.

The Company has Dignity at Work Policy & Procedure which includes informal and formal processes.

## LEAVE ARRANGEMENTS

### Annual Leave

Employees of Catena whether part-time or full-time are entitled to 22 days' holiday per annum, plus 8 public/bank holidays.

A week's leave allows you to be away from work for a week – that is the same amount of time as your working week. If you do a five-day week, you are entitled to 22 days leave per year plus Bank Holidays, if you do a four-day week the entitlement is 17.5 days leave etc plus 4/5<sup>th</sup> of all Bank Holidays. The Holiday Coordinator will let you know your annual leave entitlement for the current leave year.

Holidays **must be agreed by the Holiday Coordinator as early as possible**. The Company will where possible try to accommodate individual preferences for holiday dates but the needs of the business may have to take precedence, particularly where short or inadequate notice is given.

- The holiday year runs from 1st January to 31st December.

- During Year 1 of your employment at least 3 days must be used to facilitate Christmas closure. The dates of this will be advised at the start of the year. From Year 2 onwards, the Christmas shutdown is additional
- Annual leave must be taken in blocks of at least half a day. Typically, requests of more than two weeks will need additional senior management approval.
- Leave for employees joining after the start of the leave year accrues at the rate of one twelfth of the annual entitlement for each complete calendar month of service
- Leave for employees who terminate their employment during the leave year is calculated on the same basis. If, however, the annual leave entitlement has been exceeded, a deduction calculated on the same basis will be deducted from the final salary payment.
- Holiday pay in lieu of accrued leave will be paid only on termination of employment. Employees may be required to use any outstanding holidays during their notice period.
- Annual Leave requests for December must be made prior to 31<sup>st</sup> October. Any requests after this cut-off may be denied or alternative dates offered to suit the business needs

### **Request Procedure**

An employee should submit a request via the Clocking In Tablet (this notifies the IMS Manager), at the earliest opportunity, an email will be sent once this has been approved. Do not assume holidays are approved, if no email received advise the IMS Manager.

### **Maternity (and Adoption) Leave and Pay**

Pregnant employees will be entitled to take 26 weeks' Ordinary Maternity Leave and 26 weeks Additional Maternity Leave, irrespective of their length of service or the number of hours worked each week.

You will be paid Statutory Maternity Pay (SMP) subject to meeting a number of eligibility requirements.

To be eligible for maternity leave and SMP, you are required to notify your line manager in writing by or during the 15th week before the expected week of your child's birth. You must inform your Line Manager of the following:

- you are pregnant
- the week in which your child is due
- the date you intended to start your maternity leave
- the date from which you will be claiming SMP

You should enclose a MAT B1 certificate with your written notification signed by your registered doctor or registered midwife to confirm the expected week of childbirth.

A member of management will meet with you to discuss your entitlements before you commence your maternity leave.

We will conduct regular Risk Assessments for pregnant and breastfeeding employees.

Employees can agree to work for the company (or to attend training) for up to 10 days during their maternity leave without that work bringing their maternity leave to an end and without loss of a week's statutory maternity pay. These are known as "keeping-in-

touch" or KIT days.

On your return from maternity leave, your line manager will arrange a meeting with you to discuss any changes which have taken place during your absence. This will be an opportunity to discuss any issues relating to breastfeeding. You should also feel free to raise at this meeting any queries or concerns you have.

If you have concerns about your own health and safety at any time you should consult your Line Manager immediately.

Parallel arrangements are available for the adoption of a child. Further details can be found in the Maternity Leave Policy and the Adoption Leave Policy.

## Shared Parental Leave

Shared parental leave enables mothers to commit to ending their maternity leave and pay at a future date, and to share the untaken balance of leave and pay as shared parental leave and pay with their partner, or to return to work early from maternity leave and opt in to shared parental leave and pay at a later date.

The employee can request to take shared parental leave in one continuous block (in which case the company is required to accept the request as long as the employee meets the eligibility and notice requirements), or as a number of separate blocks of at least one week (in which case the employee needs the company's agreement).

To be able to take shared parental leave, an employee and their partner must meet various eligibility requirements and have complied with the relevant curtailment, notice and evidence requirements. This includes the mother curtailing her maternity leave.

Employees can refer to the company's policy on shared parental leave, where they will find full details of the eligibility requirements, as well as instructions as to how the mother's maternity leave can be curtailed.

The mother and the partner should ensure that they are each liaising with their own employer when making requests for shared parental leave.

## Paternity Leave and Pay

Statutory Paternity Leave is a maximum of two weeks' leave, to be taken in the 12 months following the birth (or adoption) of a child. It is taken in order to support the mother or care for the new child. It can be taken as a single week, two single weeks, or two consecutive weeks. It cannot be taken as odd days.

Statutory Paternity Pay is paid at a fixed rate per week (determined in legislation) or 90% of average earnings if that is less. It is paid less tax and National Insurance contributions in the normal way.

Paternity leave can start at any time in the 12 months from the date the child is born or placed for adoption.

Further details are provided in the Paternity Leave Policy.

## Parental Leave

An employee who has or expects to have responsibility for a child is entitled to take Parental Leave to care for that child. This includes the child's registered father or anyone else who has or expects to have formal parental responsibility for the child. To be eligible to take Parental Leave, an employee must have been employed by the Company for at least one year.

Parental Leave consists of 18 weeks' unpaid leave for each child and adopted child. It can be taken at any time up to the child's 18<sup>th</sup> birthday. Up to four weeks' Parental Leave can be taken in respect of each child, each year, in blocks of one week or more. Employees cannot take the leave in blocks of less than one week, unless the child is disabled. You must give your line manager at least 21 days' notice of your intention to take Parental Leave.

Further details can be found in the Parental Leave Policy.

## Time Off for Dependants

All employees (irrespective of length of service, and whether they are part time or full time) are entitled to take a reasonable amount of time off during working hours to take necessary action:

- to provide assistance when a dependant falls ill, gives birth or is injured or assaulted;
- to make arrangements for the provision of care for an ill or injured dependant;
- in consequence of the death of a dependant;
- because of the unexpected disruption or termination of arrangements for the care of a dependant;
- to deal with an incident that involves their child and occurs unexpectedly while the child is at school/other educational establishment.

A dependant is your child (including adopted child), husband, wife or parent. It also includes someone who lives in your household, and someone who reasonably relies on you, such as an elderly relative. Any time taken off must be necessary and reasonable in the particular circumstances. Time Off for Dependants is not paid.

Further details can be found in the Dependents Leave Policy.

## Carer's Leave

You are entitled to one week's unpaid leave to care for disabled or elderly family members outside of the workplace, or to give or arrange care for a dependent who has a physical or mental illness or injury for which they are expected to need care for more than 3 months.

The entitlement is for one week's unpaid leave per year, regardless of the number of people you care for, although you can use the week of leave to care for more than one person. You can take carer's leave in one block of a week, or in single days, or in half days.

You need to give us notice, ideally in writing, before you want your leave to start. If the request is for half a day or a day, the notice period must be at least 3 days. If the request is for more than one day, the notice period must be at least twice as long as the requested leave. For example, if the request is for 2 days, the notice period must be at least 4 days. The notice period needs to be in full days, even if the request includes half day amounts.

We may ask you to self-certify that you are eligible for carer's leave. But you do not need to give evidence of your dependant's care needs.

*If you need to look after someone during an emergency, you can take time off for this without giving a notice period by using the time off for dependents policy.*

We will not refuse a carer's leave request but we can ask you to take it at a different time if the dates you have chosen would cause serious disruption to our business.

Further details can be found in the Carer's Leave Policy.

## Leave of Absence

In addition to the above entitlements, the company recognises that employees will need to take time off work for a number of other reasons, including compassionate leave, fertility treatment, public duties, jury service, as well as personal health & welfare purposes to attend appointments such as doctor, dentist, optician, medical screening or hospital. There may also be occasions such as exams, a graduation ceremony, urgent domestic business (eg burglary), leave for religious festivals, interviews, etc.

The company actively encourages openness and honesty relating to the reasons for employee requests for leave of absence, and takes a personal interest in employees lives and in supporting work life balance.

A reasonable amount of time off will be permitted in any one year (rolling 12-month period). This will usually be unpaid, at the discretion of the Managing Director.

### **Request Procedure**

An employee who needs to take time off for any of the above reasons should submit a request via the Clocking In Tablet (this notifies the IMS Manager), at the earliest opportunity.

Employees are asked to:

- try to arrange appointments at times that will cause the minimum amount of inconvenience to the company
- give as much notice as possible of the days on which time off is required.

### **Fair treatment**

The company will treat all requests fairly in accordance with the policy. All employees will be entitled to a reasonable amount of time off and each request will be considered on a case-by-case basis, taking account of individual circumstances and absence history, and consideration of equalities issues. Use of discretion will not set future precedents.

## Monitoring

The amount of time off will be monitored by management, taking into consideration equality issues. Where appropriate, and at the discretion of the Managing Director, review meetings will be held to discuss unusual patterns or high levels of absence. This would normally be for cases of more than 3 leave of absences within a 12-month rolling period. Sickness absence will also be reviewed alongside leave of absence. Special circumstances and equality issues will be taken into account.

The purpose of the review meetings will be supportive with the aim of identifying measures of support for the employee's personal circumstances. This could include discussions regarding temporary or permanent flexible working / variations to contract.

In rare and exceptional circumstances, it may be necessary to initiate disciplinary or capability measures where absence is significant and alternative measures cannot be identified.

Further details can be found in the Leave of Absence Policy.

# TRAINING AND DEVELOPMENT

## Training and Development Policy

The Company aims to provide training opportunities which include:

- An induction programme which all staff will be required to undertake and will assist staff settling into their new role/job.
- A progressive training and development scheme to enable staff to develop relevant skills and acquire knowledge to underpin their current role and career aspirations.

## Personal Development Planning (CPD)

### Introduction

The Company has a Personal Development Planning Scheme. The aims and purposes of the Scheme are:

- To help managers and staff to make effective arrangements to identify and meet learning needs
- To develop the skills, knowledge, values and behaviour that staff need to do their current jobs well

### PDP - The Process

There are 3 stages in the process:

- **Identification** – where you can request additional training that supports your job role and your manager assesses any skills gaps and requirements and puts you forward for appropriate training.

- **Training agreed and booked** – Your manager arranges training and liaises with you over suitable dates, arrangements and if you are required to stay overnight at all, a training agreement is completed.
- **Training is completed** – training has been successfully completed and the training matrix updated, we will ask for feedback about the training.

Your training matrix is available from the IMS Manager.

Any training is subject to completion of a Training Agreement, which will be issued prior to training taking place. It is your responsibility to read this before signing, and return the signed copy to the IMS Manager.

## QUALITY IMPROVEMENT AND STANDARDS

### ISO 9001:2015 Quality Management System

Catena is proud to have been assessed and compliant with the requirements of ISO9001:2015 since 2010 for the provision of proof load testing and statutory inspection services, sale and supply of lifting equipment and general fabrication.

The ISO 9001:2015 standard is one of the most widely known standards, implemented by over 800,000 organisations in 162 countries.

The ISO 9001 standard has become an international reference for quality management requirements in business-to-business relationships.

#### **ISO 9001 helps organisations of any type and size with "quality management" including:**

- Fulfilling customers' quality requirements
- Following applicable regulatory requirements
- Enhancing customer satisfaction
- Achieving continual performance improvement in pursuit of these objectives.

The standard has earned a worldwide reputation known as the "generic quality management system standard", which can be applied to any organisation, large or small, whatever its business, product or service.

"Management system" refers to the organisation's structure for managing its processes or business activities. This structure transforms input of resources into a product or service that meets the organisation's business objectives, satisfies the customer's quality requirements and complies with regulations.

ISO 9001 provides a framework of requirements for management to address customer focus, process the management approach, and pursue continuous performance improvement.

#### **The Benefits**

- Achieve consistency of product/service quality and compliance with legal requirements

- Formalise Good Working Practices
- Assure satisfaction and added value to customers
- Reduce costs for quality
- Be internationally recognised as a well-managed organisation and business

The ISO 9001 standard is based on the management principles as shown below. These principles can be used by senior management as a framework to guide organisations toward improved performance.

**The 8 Principles:**

1. Customer focus
2. Leadership
3. Involvement of people
4. Process approach
5. System approach to management
6. Continual improvement
7. Factual approach to decision making
8. Mutually beneficial supplier relationships

**Your Role:**

To follow procedures relating to the quality and control of any areas directly or indirectly associated with your role within Catena.

This involves liaising with the Managing Director and the IMS Manager and raising concerns if there appears to be a weakness in procedures and practices that may fail to identify where workmanship and quality of product may fall below the high quality both Catena and its customers expect.

NCR (Non Conformance Reports) are to be raised if any area of the IMS System is not working as expected.

While it is appreciated that filling in paperwork can be a tiresome task, we ask that you understand the only way to improve the Company and its Products and Services is by continual self-assessment.

**LEEA**

Catena is proud to have been audited in accordance with the Association’s technical audit procedure (specified in document reference LEEA 0042) and admitted as a ‘Full Member’.

LEEA is established across the globe as the respected and authoritative representative body for all those involved in the lifting industry worldwide.

The Association has played a key role in this specialised field for over seventy years, from training and standards setting through to health and safety, the provision of technical and legal advice, and the development of examination and licensing systems.

LEEA represents its Members at the highest levels across a range of both public and private bodies, including various government departments, as well as nationally and internationally recognised professional and technical institutions.

The LEEA is actively involved in all aspects of the industry, promoting the highest technical and safety standards and offering a wide range of services and support to its Members worldwide, including:

- Training services
- Examination and licensing system
- Official industry representation
- Publications
- Technical support
- Health and safety
- Standards setting
- Marketing

## HEALTH AND SAFETY and ENVIRONMENTAL standards

### ISO 45001:2018 Health & Safety Management System and ISO14001:2015 Environmental Management System

Catena has been accredited to ISO 45001:2018 for Health & Safety and ISO 14001:2015 for Environment since 2023.

Catena recognises and accepts its responsibility as an employer to maintain, so far as is reasonably practicable, the safety and health of its employees, and of other persons who may be affected by its activities, and for the environment around us, whether that is the area you work, the nature outside or a range of things in between.

It is your duty as an employee not to put at risk either yourself or others by your acts or omissions. You should also ensure that you are familiar with the Company health and safety and environmental arrangements. Should you feel concern over any health and safety or environmental aspects of your work, this should be brought to the attention of your line manager immediately.

### Procedure in the event of an accident

An Accident Book is available and it is the responsibility of each individual employee to report and record any accident involving personal injury. Any accident or near miss occurrence (i.e. no one was injured but the incident had the potential to injure or kill) at work should be reported immediately to your line manager or the office where the details can be recorded

All employees who are absent from work following an accident must complete a self-certification form, which clearly states the nature and cause of the injury.

For any employee who suffers an injury at work which results in them being away from work, or unable to do their normal work, for three days or more (including weekends, rest days or holidays) it is important that your manager is informed as the Health and Safety Executive also need to be informed by the Company. An online report should be completed with your line manager (available from <http://www.hse.gov.uk/riddor/report.htm>). Employees are not expected to complete these forms themselves.

### c. First Aid

The Company believes that best practice is to ensure staff have access to a trained First Aider or Appointed Person (someone who can take charge in the event of an accident). Details of these trained staff will be displayed on your local notice board or from your line manager and you should familiarise yourself with names and contact details.

### d. Fire Safety

Employees should follow these steps to help prevent fires:

- Before you use any electrical appliances carry out a quick check to make sure that the cables, plugs etc are not damaged.
- **Do not** use any electrical equipment that shows signs of damage, even if you think it is only minor. Report any faults you find to your line manager and find an alternative appliance.
- Ensure that you place your rubbish in the proper waste bins. Do not overfill the bins, and ensure that your waste bin is accessible at the end of each day.

#### **Scheduled Fire Alarms**

There is a scheduled fire alarm test on the first Wednesday of every month at 11am. You do not need to take action at this time, unless the alarm continues to sound.

Action to take when the fire alarm goes off:

- Immediately stop what you are doing and walk (do not run) to the **nearest** available safe fire exit. If your nearest exit/route is obstructed, choose another route. Make sure that you are aware of the fire exits and routes in your area.
- Follow the instructions of your designated Fire Warden.
- Direction signs should indicate the route to your fire exit. These comprise a white arrow on a green background sometimes accompanied by the words 'FIRE EXIT' and also a pictogram of a running man. The arrows indicate the direction of the nearest fire exit.
- **Do not** use a lift to leave the building - always use designated stairs.
- Make your way to the appropriate assembly point.
- Once you are at the assembly point you should report to the Fire Warden, so that they can account for the people in their designated area.
- **Do not** leave the designated assembly point, or attempt to re-enter the building, until you have been instructed to do so by the Fire Warden.

Action to take if you discover a fire:

- **RAISE THE ALARM!** This can be achieved by breaking the glass on the call points or by shouting the instruction "Fire – call the fire brigade".
- Raise the alarm even if your building is fitted with an automatic fire alarm system, which has not yet activated - you must not wait for it to do so of its own accord. The alarm must be raised for every occurrence of a fire, no matter how small it appears to be. This will ensure that people in the building have adequate notice to evacuate should it begin to spread quickly. In addition, modern furnishings may allow the fire to develop unnoticed, so time is of the essence if everyone is to get out safely.
- Call the fire brigade at the earliest available, and safe, opportunity and do not attempt to tackle the fire unless you have been appropriately trained and can safely do so e.g. a small fire in a waste paper basket. Unless you have been trained you could be putting yourself or somebody else at risk.

## e. Personal Safety

Generally, you should try to avoid working alone whenever this is possible. However, if you have to work alone, then you need to develop an awareness of the risks and how to minimise them.

Prior to making an appointment with someone you do not know, obtain as much information as possible about the person you are meeting and arrange to meet the person in Company premises. Always ring back the telephone number you have been given to confirm that it is legitimate. If a mobile number is given you should always ask for an alternative fixed line number.

If visiting, let your colleagues know where you are going, with whom and what time you are expecting to return. If you think that you are going to run over your original timescales, let your colleagues know.

If you are at all concerned that you are being placed in a dangerous situation through your employment, you must discuss this with your line manager.

## PAY, BENEFITS & PENSIONS

### Salary Arrangements

Your salary will be paid monthly in arrears on the 25th of each month by direct credit transfer to your designated bank account. This is calculated as a flat rate i.e. hours worked per week x working weeks / 12 – therefore if you work 39hrs per week this equates to 169hrs per month

Your basic pay was outlined in your letter of appointment / statement of terms and conditions. Any subsequent amendments to your basic pay will be notified to you in writing by the Company.

Part-time employees will be paid on a pro rata basis based on the hours they work.

If any queries arise with regard to pay, or if it looks as if a mistake has been made, speak to your line manager immediately so that they can take appropriate action. Unless agreed

otherwise, any pay errors, whether of over or underpayment, will be rectified in the next salary payment.

Appropriate deductions will be made from pay including income tax, National Insurance contributions (NICs) and pension contributions.

## Overtime

Overtime is voluntary, and requires the explicit prior approval of your manager.

Overtime is payable to posts which have been specifically designated as qualifying for overtime payment.

For periods worked (in excess of 39 hours) between Monday and Saturday inclusively, overtime is payable. For periods worked on Sundays or designated bank holidays overtime is payable. Your overtime rate shall be agreed separately from your salary agreement. This policy, including overtime pay rates is subject to review by management.

Overtime is typically calculated for pay purposes from around the 18<sup>th</sup> of the month to the 18<sup>th</sup> of the month (subject to which day of the week this falls on and holiday periods)

Any working away should be advised to the IMS Manager prior to the 18<sup>th</sup> to allow it to be calculated in your payroll.

## Income Tax

If there are any changes in your personal circumstances which will affect your tax status, you should notify HMRC, who will automatically inform the Company of any changes to your tax code. Refer to <https://www.gov.uk/tell-hmrc-change-of-details/change-name-or-address>.

We can only use the tax code that HMRC provides us. If you have concerns about the tax code on your payslip you need to contact HMRC in the first instance.

## Business Travel

You will be reimbursed for any expenditure necessarily incurred in order to do your job when working away from your normal place of work. Public Transport and accommodation costs will be reimbursed at actual cost – appropriate receipts must accompany all claims. Mileage rates when travelling by your own private transport are 45 pence per mile. This must be advised to the IMS Manager prior to the 18<sup>th</sup> to allow it to be calculated in your payroll.

## Sick Pay Provision - Statutory Sick Pay (SSP)

Most employees have a right to statutory sick pay (SSP) as long as they meet the qualifying criteria. SSP is not however payable for the first three qualifying days of absence. (A qualifying day is a day on which you are normally expected to work under your contract of employment).

There is a limit of 28 weeks' SSP in any one period of sickness or linked periods. (Periods of sickness are said to be linked if the second period starts within eight weeks of the end of the first period.)

SSP is paid in the same way as ordinary pay and is liable to tax and National Insurance contributions.

## Pension Scheme

If eligible, the company will auto-enrol you into a pension scheme, in accordance with its pensions auto-enrolment obligations.

Full details of the scheme will be given to you when you are enrolled, including the level of contributions that you will be required to make during your membership and your right to opt out if you do not want to be a member of the scheme.

Further details about the scheme can be obtained from the office or The Peoples Pension website at [www.thepeoplespension.co.uk](http://www.thepeoplespension.co.uk).

## LEAVING CATENA

### Notice Periods

In the event that you decide to resign from the Company you are required to give one month's (4 weeks) notice in writing.

The Company will provide (except in cases of gross misconduct) one months' (4 weeks) notice, or one week's notice for each year of continuous employment (up to a maximum of 12 weeks' notice), whichever is the longer.

The Company reserves the right to require you not to attend the workplace during the notice period. The contract of employment will remain in force during this period. You may be required to take any remaining annual leave entitlement during your notice period.

### Other Conditions on Leaving

On leaving, the Company will deduct from any money due to you such sums as you may owe to the Company. These may include, but are not restricted to, any loans, relocation assistance, court orders, reimbursement of training fees as outlined in any Training Agreements you have signed and payment made for holidays taken in excess of entitlement.

If you leave without giving notice and without the Company's agreement, you are in breach of your contract and you will not receive any notice pay.

Before leaving, you must hand over to your manager all property belonging to Catena, including any issued workwear and PPE, ID badges and any documents, equipment and computer software used at home. Documents and software include (but are not limited to) correspondence, diaries, address books, databases, files, reports, plans, records or any other medium for storing information. You should not retain any copies, drafts, reproductions, extracts or summaries of documents and software.

After you have left the Company, you must not:

- Use or divulge to any person or organisation any confidential information relating to the business of Catena.
- not solicit custom, directly or indirectly, from any customer of Catena

- supply any goods or services to customers of Catena
- compete with Catena's business or take on employment with one of Catena's competitors
- Solicit or seek to entice away any Company staff

Further details are included in your statement of terms and conditions of employment.

## Retirement

In line with current legislation Catena does not have an age where it expects employees to retire. It is however our policy to have regular workplace /appraisal discussions with all our staff where they can discuss performance and any development needs they may have, as well as their future aims and aspirations. Staff and their managers can also use this opportunity to discuss retirement planning should the employee wish to do so. We ask that staff provide as much notice as possible, as this helps us with workforce planning as well as supporting staff in the process of retirement planning.

## LOCATION OF POLICIES & PROCEDURES

Further details regarding all company policies and procedures are available on the Works Canteen Noticeboard via a QR Code to our website. Please contact your line manager or the IMS Manager if you have any queries or require any hardcopies of procedures or policies.

## CHANGES TO THE STAFF HANDBOOK

You will be notified at the earliest opportunity of any changes to policies and procedures or the staff handbook by way of general notice.



Scan the QR Code to access the full HR Policies and Procedures

Please advise the IMS Manager if you see any discrepancies or have general comments or feedback