



STAFF HANDBOOK

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Welcome to RFR Professionals International Group Ltd

Use of the Staff Handbook

The Staff Handbook is designed to provide you with information about *RFR Professionals International Group Limited* and details of your employment. The Staff Handbook also contains the policies, procedures and rules, which the organisation has adopted and you are expected to follow as a member of the *RFR Professionals International Group Limited* team.

A number of the policies, procedures and rules included in the Staff Handbook are referred to in your contract of employment. Some form part of your contract of employment with *RFR Professionals International Group Limited* and some do not. The Staff Handbook specifies which policies, procedures and rules are incorporated into your contract of employment. It is important to read the Staff Handbook carefully. If you have any questions about its contents, please raise them with *Paul Hula/Director*

The Staff Handbook will be updated as and when changes occur.

For record purposes, please complete the tear off slip below and return it to Emmanuel Rominiyi/Senior Partner at RFR Professionals International Group Limited to acknowledge receipt of your copy of the Staff Handbook.

.....

To Emmanuel Rominiyi

Name.....

I hereby acknowledge receipt of a copy of the *RFR Professionals International Group Limited* Staff Handbook. I understand and accept that, where specified, the policies, procedures and rules contained in the Staff Handbook form part of my contract of employment with *RFR Professionals International Group Limited*.

Signed.....

Date.....

Contents

Welcome to RFR Professionals International Group Ltd	2
Use of the Staff Handbook	2
About RFR Professionals International Group Limited	6
Equal Opportunities Statement	6
Right to Work	8
Dignity at Work	10
What and How of Harassment	10
Joining RFR Professionals International Group Limited	12
Probationary period	12
Induction	12
Changes to personal details	12
Criminal Records Checks	12
Pay	13
Payment of salaries	13
Deductions from salaries	13
Pensions	13
Hours of work	13
TOIL	13
Holidays	14
Holiday entitlement	14
Holiday year	14
Public and bank holidays	14
Holiday booking	15
Religious holidays	15
Sickness Absence	16
Sickness Absence Policy	16
Absence reporting	16
Certification	16
Return to Work	17
Sent Home	17
Sickness Absence whilst on Annual Leave	17
Medical, Dental or Optician Appointments	17
Absence during pregnancy	18

Sick Pay	19
Statutory sick pay.....	19
Company Sick Pay	19
Time off.....	19
Special Leave Arrangements	19
Antenatal care	20
Maternity, Paternity and Adoption	20
Time off to deal with a family emergency.....	20
Parental leave	20
Procedure	20
Flexible working	21
Time Off for Public Duties	21
Trade Union Membership and Duties	21
Supervision and Appraisal.....	21
Training, development and promotion	22
Communications	22
Performance and Behaviour at Work	22
Appearance.....	22
Company Premises	22
Personal Property	23
Telephones & Correspondence.....	23
Use of computers.....	23
Data Protection and Confidentiality	23
Smoking	23
Consumption of alcohol and drug abuse	23
Professional conduct and public statements	24
Outside Activities	24
Conflict of Interest	24
Bribery and other Corrupt Behaviour	24
Mobile phones	25
Laptop and Company Phone	25
Expenses Policy	25
Disciplinary Procedure	26
Written Warning	26

Final Written Warning	26
Dismissal	26
Gross Misconduct	27
Suspension.....	27
Appeals	27
Grievance procedure	27
Stage 1	27
Stage 2	28
Stage 3	28
Whistleblowing	28
Equal opportunities	28
Health and safety	28
Termination of employment.....	29
Length of continuous service	29
Retirement.....	29

About RFR Professionals International Group Limited

RFR Professionals is an international group of consultant in Strategy and Change Management; Governance Risk and Control; Enterprise Risk Management; Risk Based Internal; Tax Advisory; Industry Specific Advisory; Audit External Statutory Audit; Financial Accounting and Reporting; Financial Control; Business Consulting (IT Solutions and ERP); and Finance Shared Services (Co-sourced Financial Accounting)

Our partners, principal and associates are seasoned professionals with significant years in private and public sectors; aviation; retail; hospitality; oil and gas; and IT and telecomm experience in Statutory audit; Internal Audit; Enterprise Risk Management; Business Strategy; Internal Control and Strategic Governance Risk Control Frameworks (GRC) – Design and Implementation Finance; Taxation; Compliance; and IT & Business Automation gained across more than 70 countries of the world including United Kingdom, Continental Europe, United States; United Arab Emirates; Nigeria, Uganda; Zambia; India; Thailand and the Philippines.

Our unique value proposition in RFR Professionals is that we provide value added advisory services to our clients making use of subject matter experts; business strategist; business process experts; risk management experts, immigration and global mobility experts, tax professionals and audit professionals.

We are a personable, forward thinking innovative company who care about excellence and the people who work with us

Equal Opportunities Statement

RFR Professionals International Group Limited is committed to encouraging diversity and eliminating discrimination in both its role as an employer and as a provider of services. Our aim is that our staff and volunteers are truly representative of all sections of society and work in an environment where everyone is respected and able to perform to the best of their ability. Our policy is to provide equality and fairness for all in our employment and in our provision of services and not to discriminate on the grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age.

RFR Professionals International Group Limited opposes all forms of unlawful and unfair discrimination. It is our policy to provide a suitable environment for people with disabilities. All reasonable facilities will be provided for staff and volunteers with disabilities to perform their roles without difficulty or disadvantage.

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.

In adopting these principles *RFR Professionals International Group Limited*:

1. 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.
2. Fully recognises its legal obligations under all relevant legislation and codes of practice.
3. 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. If you need to access these procedures, they can be obtained from your line manager e.g. Grievance Procedure, Dignity at Work Procedure etc.
4. Will ensure that all managers understand and maintain their responsibilities and those of their team under this policy.
5. Will offer opportunities for flexible working patterns, wherever operationally feasible, to help employees to combine a career with their domestic responsibilities.
6. Will provide equal opportunity to all who apply for vacancies through open competition.
7. Will select candidates only on the basis of their ability to carry out the job, using a clear and open process.
8. Will provide all employees with the training and development that they need to carry out their job effectively.
9. 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.
10. Will distribute and publicise this policy statement throughout the Company

Right to Work

To work for RFR Professionals International Group Limited you must have the right to work. You must have one of the following (and we must have seen the original)

List A

1. A passport 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.
2. A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office, to a national of a European Economic Area country or Switzerland.
4. A Permanent Residence Card issued by the Home Office, to the family member of a national of a European Economic Area country or Switzerland.
5. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. 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.
7. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay 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.
8. A birth (short or long) 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.
9. A birth (short or long) or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, 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.
10. 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

List B

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.

2. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, 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.
5. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
6. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
7. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

We will take and verify on the following criteria

1. Are photographs consistent across documents and with the person's appearance?
2. Are dates of birth consistent across documents and with the person's appearance?
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (for students who have limited permission to work during term-times, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed)
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained).

Dignity at Work

The Company believes that the working environment should at all times be supportive of the dignity and respect of individuals. If a complaint of harassment is brought to the attention of management, it will be investigated promptly and appropriate action will be taken.

What and How of Harassment

Harassment can be defined as conduct, which is unwanted and offensive and affects the dignity of an individual or group of individuals.

Sexual harassment is defined as “unwanted conduct of a sexual nature, or other conduct based on sex, affecting the dignity of women and men at work”. This can include unwelcome physical, verbal or non-verbal conduct.

People can be subject to harassment on a wide variety of grounds including:

- race, ethnic origin, nationality or skin colour
- sex or sexual orientation
- religious or political convictions
- willingness to challenge harassment, leading to victimisation
- disabilities, sensory impairments or learning difficulties
- status as ex-offenders
- age
- real or suspected infection with a blood borne virus (eg AIDS/HIV)
- membership of a trade union or activities associated with membership

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

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 his / her 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.

RFR Professionals International Group Limited has a formal procedure for dealing with these issues which you can obtain from your line manager.

Joining RFR Professionals International Group Limited

Probationary period

On joining *RFR Professionals International Group Limited* you will serve a 3 month probationary period. During this time you will be thinking about whether you wish to remain working with us. Your line manager, at the same time, will be assessing your suitability for your role.

If you do not reach the standards required by *RFR Professionals International Group Limited* your employment may be terminated at any time during the probationary period with one week's notice. RFR Professionals International Group Limited reserves the right to extend the probationary period where required.

The ACAS Code on Discipline, Dismissal and Grievance Procedures do not apply during the probationary period.

Induction

We are keen that you have every assistance to help you settle into your role quickly. Your induction programme sets out what to expect on your first day and the induction process we will follow. You will meet your colleagues and you will receive information on *RFR Professionals International Group Limited*, your terms and conditions of employment, policies and procedures, health and safety.

If there is anything you need to know about *RFR Professionals International Group Limited* or what is required of you in your role, please ask your line manager.

Changes to personal details

To help us to assist you, especially in cases of emergency, it is essential that all information on your personnel records is complete, correct and up to date. Please inform hr@rfrprofessionals.com of any changes in your personal circumstances and contact details by completing the Change to Personal Details Form.

Your personal information is confidential and will not be released to outside sources without your prior authorisation.

Criminal Records Checks

Certain employees of *RFR Professionals International Group Limited* may be required to undergo a criminal records office check. 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). Should this be the case, we will discuss the situation with you prior to confirming your appointment (or relevant change to your job).

Pay

Payment of salaries

Salaries are paid on the 1st Day of each calendar month BACS transfer. An individual payslip showing gross pay, fixed and variable deductions and net pay will be given to you each month. Your starting salary is that stated in your contract of employment. We will let you know of any subsequent changes to your salary which is normally reviewed annually.

Deductions from salaries

RFR Professionals International Group Limited will make any deductions from your pay as required by law or as authorised by you in writing. In addition *RFR Professionals International Group Limited* reserves the right to make salary adjustments to your pay where an overpayment has been made or in cases of malicious damage which result in dismissal.

Pensions

Pending

Hours of work

Your normal hours are those set out in your contract of employment. Full time employees in *RFR Professionals International Group Limited* are contracted to work 39 hours a week.

If you are part time and also have a second job, you should be aware of the rules of the Working Time Regulations 1998.

TOIL

Where employees are authorised to work on behalf of *RFR Professionals International Group Limited* in addition to contractual hours, time off in lieu (TOIL) will be allowed. All work carried on outside of normal contractual hours must be authorised in advance. Where TOIL is accrued, compensating time off should be taken as soon as possible in order to avoid build up.

Holidays

Holiday entitlement

28 Days (Bank Holidays Included)

You are entitled to 28 days/ weeks holiday per year for a full time working week. Part time employees will have their holiday entitlement proportionate to their normal hours of work as stated in the Contract of Employment. This will include a pro rata entitlement to Public Holidays. If you join *RFR Professionals International Group Limited* part way through a holiday year you are entitled to the appropriate portion of leave based on the number of completed months of service.

You may take no more than two weeks holiday at any one time except in exceptional circumstances – see below. As far as possible, leave should be taken in blocks of whole working weeks.

There will be no unpaid leave unless in exceptional circumstances.

Holiday year

The holiday period runs between the 1st April and the 31st March.

Leave may not be carried over from one leave year to the next, unless specific permission is given. Leave not taken will be lost, unless specific permission is given.

Public and bank holidays

You are granted all public holidays with pay (these will come out of your annual leave entitlement). If you are part time you will receive a pro-rata entitlement (one fifth of your working week per Public/Bank Holiday. Where time off on a Public Holiday exceeds entitlement, the time must be made up using Holiday entitlement, TOIL or by rearranging working hours that week. Public Holiday entitlement for part time employees will be included on the Annual Leave Form.

The days of public and bank holidays in England and Wales are:

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

Holiday booking

You must agree the timing of all annual leave in advance with your line manager and take into account the consequences to RFR Professionals International Group Limited of your absence. A request is not deemed to have been approved until the Holiday Request Form has been signed by the hr@rfrprofessionals.com

The Holiday Request Form should be submitted as far in advance of the requested leave date as possible. In any event, employees are required to give a minimum period of advance notice of twice as many days as the number of days requested. For example, a request for a fortnight's holiday should be submitted no later than four weeks before the first day's leave.

In the event that a holiday request has to be refused, hr@rfrprofessionals.com will give at least as much notice of refusal as the amount of leave requested.

Holidays are granted on a 'first come first served' basis so the earlier notice you give the more likely it will be that you will be able to take your holiday when you wish. Requests for holiday should be made using the Holiday Request Form.

On termination of employment all outstanding annual leave must have been taken prior to the effective date of departure. At the discretion of the Director, payment may be made in lieu of holiday entitlement. Such payments shall meet the requirements of Regulation 14 of the Working Time Regulations 1998.

Should you leave within a leave year and holiday has been taken in excess of any entitlement accrued up to the date of departure, then a financial adjustment will be made to your final salary based on the proportion of the year worked.

Religious holidays

RFR Professionals International Group Limited will not ask about your religion and will not discriminate against anyone wishing to celebrate their festivals. You are required to use part of your normal holiday entitlement to cover time off for these.

Sickness Absence

Sickness Absence Policy

RFR Professionals International Group Limited is committed to maintaining the health, well-being and attendance of all our employees. We value the contribution our employees make to our success and we miss that contribution when any employee is unable to work.

Our absence policy is based on the following principles:

- We undertake to provide reasonable payments to employees who are unable to work due to sickness.
- We will support employees who have genuine grounds for absence for whatever reason. This support includes 'special leave' for necessary absences not caused by sickness, a flexible approach to the taking of annual leave and returning to work after long term sickness.
- We will use an occupational health adviser to help identify the nature of an employee's illness and advise the employee and the line manager on the best way to improve the employee's health and well-being.
- We will respect the confidentiality of all information relating to an employee's sickness and information will be held in line with all data protection legislation.

Regular, punctual attendance is an implied term of every employee's contract of employment and we ask each employee to take responsibility for maintaining good attendance and reporting absence according to the procedures set out in this Handbook.

The disciplinary procedures will be used if an explanation for absence is not forthcoming or is not thought to be satisfactory.

Absence reporting

You must report your absence from work owing to illness to your line manager by telephone as early as possible, and no later than the normal start of work, on the first day of sickness. When possible notification of absence should be given the previous evening to allow staff cover to be arranged.

In the event that your line manager is unavailable, you should leave a message with HR on 07379043536 who will record the call in the absence book. This record will be used to inform payroll of the absence. When reporting your absence, you should give a clear indication of the nature of your illness and the likely date of your return to work.

Certification

Sickness certificates are required for all absences and should cover all calendar days, including work days, weekends, public holidays and any days not normally worked.

A self-certification may be made for the first 7 calendar days of absence. From the 8th day onwards a medical certificate is required.

A final Doctor's statement giving the date on which you will be fit to resume work must be given to your line manager prior to your return to work.

If your absence is not continuously covered by a self-certificate, Doctor's statement or in-patient certificate, it may be treated as unauthorised absence and dealt with using the Disciplinary Policy.

Return to Work

On return to work you should complete and give to your line manager a Self-Certification Form.

A 'fit for work' certificate is required should you wish to return to work before your medical certificate runs out.

On return to work your line manager will have an informal discussion with you in order to establish:

- The reason for and cause of your absence.
- Your fitness to return to work.
- Whether you need any support to return to work.

Sent Home

If while you are at work you decide that you are unwell and need to go home, for health and safety purposes you must inform your line manager before you leave the building.

If you have worked less than 50% of your working hours for that day before going home, the remaining hours will be classed as absence and form part of your absence record.

Sickness Absence whilst on Annual Leave

If you fall sick during a period of annual leave you may be able to reclaim your entitlement. You must notify your line manager, or in his/her absence, by telephone on the first day of illness and then follow all the stages of the sickness reporting procedure. You must obtain a Doctor's report about your medical condition, even if this is less than 7 days, if you wish to reclaim your annual leave.

Medical, Dental or Optician Appointments

Where possible medical appointments should be made outside of working hours. Where this cannot be arranged, they should disrupt your working schedule as little as possible, e.g. made early or late in the day. You will be asked to provide satisfactory evidence of appointments such as an appointment card or hospital letter.

Where attendance for a medical or hospital appointment necessitates a complete day's absence from work, this will be treated as sick leave and the procedure for self-certification should be followed.

Absence during pregnancy

Pregnancy related absence will be dealt with separately from sickness absence in accordance with the Statutory Maternity Pay regulations.

Sick Pay

Statutory sick pay

In accordance with the eligibility requirements of the Inland Revenue, you may be entitled to Statutory Sick Pay (SSP) when you are absent from work due to sickness. The main features of the scheme are:

- The first three days of incapacity are unpaid (called 'waiting days').
- SSP is paid for up to 28 weeks.
- Once SSP is exhausted, an employee normally transfers onto benefits paid directly by the Department for Work and Pensions.
- If two periods of sickness are separated by less than eight weeks (56 days) then they are linked and the employee need not serve the waiting days again.

Information on statutory sick pay can be obtained from the Inland Revenue.

Company Sick Pay

Where company sick pay is payable, the amount paid under Statutory Sick Pay will be deducted from employee's pay.

Time off

Special Leave Arrangements

Sympathetic consideration will be given to any hardship, difficulty or special circumstances which might necessitate a request for absence from work on compassionate grounds. Such circumstances might include bereavement or severe illness of a close relative or dependant. Whilst you are expected to use your annual leave as far as possible for attending to personal affairs, special leave in excess of any statutory entitlement may be allowed in exceptional circumstances at the discretion of the line manager. Each request will be considered on its merits but as much advance notice as possible must be given.

Requests for unpaid leave will not normally be allowed except where they relate to the special circumstances described above.

Antenatal care

All pregnant employees are entitled to time off with pay to keep appointments for antenatal care. Antenatal care may include relaxation classes and parent-craft classes made on the advice of a registered medical practitioner, midwife or health visitor.

Except for the first appointment, you must show your line manager, if requested, a certificate from a registered medical practitioner, midwife or health visitor, confirming the pregnancy together with an appointment card or some other document showing that an appointment has been made.

Maternity, Paternity and Adoption

All qualifying employees are entitled to statutory maternity, statutory paternity, and statutory adoption leave and pay. A qualifying employee must request and take leave according to the statutory procedure. For further information about statutory entitlements and current rates visit www.berr.gov.uk.

Time off to deal with a family emergency

All employees are entitled to a reasonable time off work without pay, to deal with an emergency involving a dependant. For example, if a dependant falls ill or is injured, if care arrangements break down, or to arrange or attend a dependant's funeral.

Parental leave

Employees who have completed one year's service are entitled to 13 weeks unpaid parental leave for each child born or adopted. The leave can start once the child is born or placed for adoption with the employee or as soon as the employee has completed a year's service, whichever is later.

It may be taken at any time up to the child's fifth birthday (or until five years after placement in the case of adoption). Parents of disabled children can take 18 weeks up to the child's 18th birthday.

Procedure

- Parental leave may be taken in blocks of a week, unless it is taken to care for a disabled child, when it can be taken in days. The employee can take no more than 4 weeks parental leave in any year. Part of a week counts as a full week in calculating parental leave taken for that year. For example, if a full time employee takes 3 days parental leave and then returns to work, one week is deducted from the 13 week entitlement.
- An employee requesting parental leave is required to give a minimum of 21 days' notice, specifying start and end dates. The Holiday Request Form should be used for this purpose.
- *RFR Professionals International Group Limited* will agree to the request unless it would be detrimental to the organisation to do so, in which case the organisation will seek to postpone the parental leave. A decision to postpone parental leave will

be notified to the employee not more than 7 days after the Employee's notice was given.

- *RFR Professionals International Group Limited* will not seek to postpone parental leave when it has been requested to coincide with the birth or adoption of a child.
- Parental Leave will not be postponed for any more than 6 months from the date on which the employee requested it to start.

Flexible working

Parents of children under the age of six or disabled children under the age of eighteen have the right to apply to *RFR Professionals International Group Limited* to work more flexibly. The request can cover hours of work, times of work and place of work and may include requests for different patterns of work. Carers of adults also have the right to apply for flexible working.

Procedures for requesting flexible working can be found in the Flexible Working Policy.

Time Off for Public Duties

Employees who hold certain public positions will be allowed reasonable time off with pay to perform duties associated with that position. The amount of time off allowed will be at the discretion of the line manager and will take account of time off already received and the effect of the absence on the satisfactory running of the organisation.

Trade Union Membership and Duties

All employees shall be free to join an appropriate trade union. Reasonable time off with pay will be allowed to recognised trade union representatives to enable you to undertake duties concerned with industrial relations within the organisation.

Supervision and Appraisal

All employees are part of a staff supervision and appraisal process. These are positive exercises designed to encourage and assist staff in their professional and personal development.

It is our policy that employees should have regular supervision with their line manager and an annual appraisal. It is the responsibility of the employee to arrange these meetings and send the appropriate preparation information to their line manager in advance. A record of the supervision or appraisal will be kept on individual personnel files. These files will be kept for one year following the resignation of the employee after which only summary information will be retained to provide references for potential employers if requested by the employee.

Training, development and promotion

RFR Professionals International Group Limited places the highest value on training and development for its staff. We are committed to invest in the training of our staff in order to achieve our business objectives.

Initial and longer term training needs will be agreed with your line manager to enable you to perform your job as effectively as possible. This process will continue as part of your regular performance reviews.

Communications

Your prime source of information about your role or the organisation is your line manager. It is part of his or her job to inform, answer questions and listen to constructive opinions, comments or suggestions.

In addition, we have regular staff meeting and team meetings.

Performance and Behaviour at Work

Appearance

RFR Professionals International Group Limited does not seek to inhibit individual choice in relation to your appearance. However, 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 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 RFR Professionals International Group Limited 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 RFR Professionals International Group Limited property from the organisation'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 *RFR Professionals International Group Limited* 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. *RFR Professionals International Group Limited* 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.

Use of computers

The organisation's IT, Internet and E-mail Policy, is designed to protect the organisation's computer equipment, prevent inappropriate use and protect confidential data stored on computer files. Every employee must ensure that his/her conduct conforms to the standards set out in this policy.

Internet access and E-mail for personal use is permitted during unpaid break times only.

Data Protection and Confidentiality

You must be aware of and comply with all elements of the Data Protection Act 1998. No employee should disclose any confidential information either while employed or after having left the organisation, unless specifically given permission to do so. Any breach of confidentiality will be dealt with under the disciplinary procedures and may lead to dismissal.

Smoking

In the interests of the health, safety and comfort of employees and customers and to comply with legislation, the organisation operates a no smoking policy. Any employee found to be smoking on the premises will be subject to disciplinary procedures.

Consumption of alcohol and drug abuse

The organisation forbids the consumption of alcohol and use or storage of drugs on its premises nor will it permit any employee to work whilst under the influence of alcohol or drugs. Any such instances will be dealt with under the disciplinary procedure and may lead to your summary dismissal.

Professional conduct and public statements

All employees have a responsibility to act in good faith and to promote the good name and effectiveness of their employer. You are expected to be trustworthy and to conduct yourself reasonably at all times. No employee is permitted to give press or other media interviews or assist with or be involved in the publication of any article relating to the business affairs of the organisation or in relation to the organisation's intellectual property, without prior consent from Olapeju Ojemuyiwa.

Outside Activities

You must not engage in any activity which may prejudice the performance of your duties as an employee of *RFR Professionals International Group Limited*. If you find yourself in a situation where there is a conflict or potential conflict of interest between your outside activities and your duties as an employee of *RFR Professionals International Group Limited*, you must immediately report the matter to hr@rfrprofessionals.com

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 *RFR Professionals International Group Limited'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 *RFR Professionals International Group Limited*.
- Which subjects the employee to unreasonable time demands that prevent the employee from devoting proper attention to his or her responsibilities to *RFR Professionals International Group Limited*.
- Which is so operated that the employee's involvement with the outside business activity will reflect adversely on *RFR Professionals International Group Limited*.

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

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.

Mobile phones

In order to preserve the smooth running of the office and to avoid disruption to employees, personal mobile phones should not be used except in the case of emergencies. Mobile phone should either be switched off or silenced during working hours. The office number may be given out to friends and relatives for use in emergencies.

Laptop and Company Phone

If applicable a company laptop and mobile phone will be provided, it is your responsibility to keep these items safe, with two factor authorisation and all data stored in a currently unbroken encryption (We suggest TerraCrypt for Laptop data). Loss of failure to keep to these security considerations will result in disciplinary procedures.

Expenses Policy

RFR Professionals International Group Limited recognises that no member of staff, paid or unpaid, should be placed at financial disadvantage as a result of their work for the organisation. Equally there should be no financial gain.

The Expenses Policy provides guidance on the types of expenses which can be claimed and at what rates. The Policy also ensures that all claims are treated consistently and appropriately.

Disciplinary Procedure

RFR Professionals International Group Limited wishes to ensure high standards from its employees. The Disciplinary Procedure enables the organisation to take appropriate action against you where your performance or conduct is unsatisfactory.

In order to ensure that you are treated fairly and consistently RFR Professionals International Group Limited will adopt the following procedure.

Written Warning

A written warning may be given immediately if it is felt that the matter is serious, if there has been no improvement in standards following a verbal warning or if a further incident of a similar kind occurs. Your line manager or Director will invite you to a hearing to discuss the problem and may give you a written warning.

Final Written Warning

A final written warning may be given if an initial offence is very serious or if conduct, performance or attendance remains unsatisfactory following a verbal or written warning. It may also be given if an incident of unsatisfactory performance or conduct occurs following a previous verbal or written warning. Your line manager or Director will invite you to a hearing to discuss the problem and may give you a final written warning. The final written warning will state that any recurrence of the offence, or further misconduct of a similar nature **within 12 months** will result in dismissal. Final written warnings will be kept on your personnel file.

Dismissal

If, following a final written warning, your performance, conduct or attendance does not improve significantly or further misconduct occurs, you may be dismissed. Dismissal will be authorised by *Paul Hula/Director*. Your line manager or Director will invite you to a hearing to discuss the problem, informing you that the disciplinary meeting may lead to your dismissal. Should the meeting result in dismissal, you will be given an amount of notice equivalent to that specified in your Contract of Employment or pay in lieu of such notice. You will have the right to appeal against the decision but where the notice period would expire before the outcome of the appeal is known, you will be suspended without pay until the appeal process is completed. You will receive a written statement of your dismissal within 14 days of the dismissal hearing.

At all stages of the disciplinary procedure you will have the right to be accompanied by a Trade Union Representative or a work colleague. You will also be given the right to appeal against all disciplinary warnings.

Gross Misconduct

Gross misconduct includes any action which threatens *RFR Professionals International Group Limited*, its work or its reputation, the people or organisations connected with *RFR Professionals International Group Limited* or members of the public or which destroys our trust in you. Examples include theft, damage to property, fraud, incapacity to work through being under the influence of alcohol or illegal drugs or other substance abuse, physical assault or threatening behaviour, gross insubordination, negligence, harassment or any other discriminatory behaviour or conduct which endangers others. It would also cover breaches of confidentiality or professional conduct and inappropriate or misuse of office equipment, including computer, e-mail or internet access.

This list is not exhaustive and actions not listed above may also constitute gross misconduct. If you are accused of an act of gross misconduct you will be suspended on full pay for **up to 10 working days** whilst an investigation takes place. If, after investigation, it is decided that you have found to be negligent or have committed an act or acts of gross misconduct, you will be dismissed without notice and without pay in lieu of notice.

Suspension

If *HR* considers that the matter may result in your dismissal, with or without notice, or that your presence may result in a witness in any disciplinary proceedings feeling intimidated, you may be suspended on full pay. The fact of such suspension will not be taken into account in any disciplinary proceedings.

Appeals

You are entitled to appeal against any disciplinary warning or decision to dismiss. To do so you must notify appeals@rfrprofessionals.com or, in his/her absence, *Olapeju Ojemuyiwa*, in writing within five working days of receiving the written warning or other written notification of any decision. Your letter must specify the issues you wish to appeal against or contest.

Grievance procedure

RFR Professionals International Group Limited's aim is always to encourage employees to have an open and honest relationship with their line manager and colleagues and to raise any concerns about any aspect of their employment in an appropriate manner. This procedure should be used to settle all disputes or grievances which you may wish to raise concerning other employees or volunteers, your work, the organisation or other matters relating to your employment or volunteering. The purpose is to settle any grievance fairly, simply and quickly.

Stage 1

If you have a grievance about a matter concerned with your employment you should set out your grievance in writing and send the statement or a copy of it to your line manager.

Stage 2

Your manager will invite you to a hearing to discuss the grievance. You have the right to be accompanied at this hearing by a colleague or by a trade union official.

After the hearing your manager will inform you of *RFR Professionals International Group Limited's* response to your grievance.

Stage 3

If you wish to appeal against *RFR Professionals International Group Limited's* response to your grievance you should contact your line manager. You have the right to be accompanied at this hearing by a colleague or by a Trade Union Representative.

Where reasonably practical, the appeal will be dealt with by a more senior manager than the one who attended the first hearing.

Full details of *RFR Professionals International Group Limited's* Disciplinary and Grievance Procedures are available in RFR Professionals Disciplinary and Grievance Procedure booklet.

This Disciplinary and Grievance procedures is not legally binding and do not form part of your contract of employment.

Whistleblowing

If you have any concerns about *RFR Professionals International Group Limited*, and its work, these should be raised with hr@rfrprofessionals.com, If HR isn't available or the issue raised concerns HR, the issue should be raised with *Olapeju Ojemuyiwa*. All employees are protected by the Public Disclosure Act.

Equal opportunities

The Equal Opportunities Policy aims to promote equality, harmony and respect amongst individuals and to eliminate discrimination, harassment and victimisation of all kinds. Every employee must ensure that his/her conduct conforms to the standards set out in this policy statement.

Health and safety

RFR Professionals International Group Limited has a legal duty to protect the health and safety of its employees and others. We take this responsibility seriously and have made health and safety a management priority. We expect our employees at all levels to take care to avoid injury to themselves and others and to co-operate with the implementation of the company's health and safety arrangements.

The company has adopted a health and safety policy which contains details of these responsibilities and arrangements. All employees are required to be proactive and familiarise themselves with the health and safety policy. Acceptance of, and adherence to the company's Health and Safety Policy forms part of the contract of employment.

Termination of employment

If you wish to resign you must give the required written notice to your line manager as stated in your contract of employment. If *RFR Professionals International Group Limited* decides to terminate your employment you will be notified in writing.

Unless your written statement of your main terms and conditions of employment specifies longer periods of notice, the minimum periods of notice are:

Length of continuous service

More than one month but less than two years
More than two years but less than three years
More than three years but less than four years and so on with an
Extra week for each year up to 12 years
More than 12 years

Notice entitlement

One week
Two weeks
Three weeks
12 weeks

RFR Professionals International Group Limited may give the equivalent pay in lieu of notice. On leaving *RFR Professionals International Group Limited*, you must return all items of *RFR Professionals International Group Limited's* property e.g. mobile phone, laptop, and documentation. Failure to do so may incur a deduction from your final salary payment.

RFR Professionals International Group Limited may require an employee to take garden leave and the organisation has no obligation to provide work during this time, but all contractual benefits will continue to apply.

Retirement

In line with current legislation *RFR Professionals International Group Limited* 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.

You should ensure that you inform your line manager at least 6 months before you plan to retire to ensure all appropriate arrangements are made (e.g. sourcing a replacement, mobilising your Company pension etc.).