
PUIG UK LTD

EMPLOYEE HANDBOOK

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PUIG UK LTD

INTRODUCTION

Welcome to Puig UK.

Established in 1914 by Antonio Puig, the Puig Beauty and Fashion Group is a multinational whose activities are based in the perfumery, fashion and cosmetic sectors. Through a network of internationally based subsidiaries, we pride ourselves on the design, manufacturing, marketing and distribution of quality products to countries throughout the world.

At Puig UK, we focus on the sales, marketing and distribution of the Group's fragrance and cosmetic products. Since the company was formed in 1973 we have strengthened our core brands resulting in their considerable growth and heightened recognition within the UK and Irish consumer markets.

In addition to our established brands, we place importance on using our expertise to develop new and emerging brands. Our commitment to development means our brand portfolio continues to evolve, providing fresh challenges and ongoing interest for all our employees.

To ensure the success of Puig distributed products throughout the UK and Ireland, a dedicated Head Office team supports our field based employees. The departments in Head Office include Sales, Marketing, Finance, IT, Logistics, Sales Order Processing, Public Relations, Customer Services and Human Resources.

We would like to wish you every success during your employment whether you recently joined us or whether you are an existing employee. We hope that your experience of working here will be positive and rewarding.

This Employee Handbook is designed both to introduce you to our organisation and to be of continuing use during your employment.

We ask that you study carefully the contents of this Employee Handbook as, in addition to setting out our rules and regulations, it also contains information on some of the main employee benefits that may be available to you and the policies and procedures relating to your employment. If you require any clarification or additional information please refer to your line manager.

Please note that we provide equal opportunities and are committed to the principle of equality in accordance with legislative provisions. We expect your support in implementing these policies. We will not condone any unlawful discriminatory act or attitude in the course of your employment or in your dealings with our clients, suppliers, contract workers, members of the public or with fellow employees. Acts of unlawful discrimination, harassment or victimisation will result in disciplinary action.

General amendments to the Employee Handbook will be issued from time to time.

JOINING OUR ORGANISATION

A) PROBATIONARY PERIOD

You join us on an initial probationary period of three months. During this period your work performance and general suitability will be assessed and if it is satisfactory your employment will continue. However, if your work performance is not up to the required standard, or you are considered to be generally unsuitable, we may either take remedial action (which may include the extension of your probationary period) or terminate your employment at any time.

We reserve the right not to apply our full contractual capability and disciplinary procedures during your probationary period.

B) JOB DESCRIPTION

You may be provided with a job description of the position to which you have been appointed but amendments may be made to your job description from time to time in relation to our changing needs and your own ability.

C) EMPLOYEE TRAINING

As soon as possible upon joining the organisation, you will receive induction training at Head Office for your job. As your employment progresses you may be required to attend refresher courses and conferences (possibly overnight stays required) to update and extend your skills to encompass new job activities within the business. Should you leave Puig UK within 3 months of attending any company training sessions, the cost of the training will be deducted from your final salary. This is an express written term of your contract of employment.

D) PERFORMANCE AND REVIEW

Our policy is to monitor your work performance on a continuous basis so that we can maximise your strengths, and help you overcome any possible weaknesses.

E) JOB FLEXIBILITY

It is an express condition of employment that you are prepared, whenever necessary, to transfer to alternative departments, locations, duties, branches within our businesses. During holiday periods, etc. it may be necessary for you to take over some duties normally performed by colleagues. This flexibility is essential for operational efficiency as the type and volume of work is always subject to change.

F) MOBILITY

Although you are usually employed at one particular site, it is a condition of your employment that you are prepared, whenever applicable, to travel to any of our client sites. For Head Office employees, the company reserves the right to change the Head Office location if and when necessary. This mobility is essential to ensure the smooth running of our business.

SALARIES, TIME KEEPING AND LEAVE

A) PAYROLL ADMINISTRATION

1. Payment

- a. The pay month is the calendar month. Basic salaries are paid by the last day of the current month and overtime/commission payments are paid one month in arrears.
- b. All monthly documentation, e.g. timesheets, sales figures, expense claims must be completed, approved and submitted as per the monthly reporting timetable issued separately.
- c. You will receive a payslip showing how the total amount of your pay has been calculated. It will also show the deductions that have been made and the reasons for them, e.g. Income Tax, National Insurance and mandatory deduction.
- d. Any pay queries that you may have should be raised with your Line Manager.

2. Overpayments

If you are overpaid for any reason, the total amount of the overpayment will normally be deducted from your next payment but if this would cause hardship, arrangements may be made for the overpayment to be recovered over a longer period.

3. Income Tax and National Insurance

At the end of each tax year you will be given a form P60 showing the total pay you have received from us during that year and the amount of deductions for Income Tax and National Insurance. You may also be given a form P11D showing non-salary benefits. You should keep these documents in a safe place as you may need to produce them for tax purposes.

B) LATENESS/ABSENTEEISM

1. You must attend for work punctually at the specified time(s) and you are required to comply strictly with any time recording procedures relating to your work.
2. All absences must be notified in accordance with the sickness reporting procedures laid down in this Employee Handbook.
3. If you are hourly paid and you arrive more than four minutes late (e.g. at 8.05 am) you may lose 15 minutes pay. If you arrive more than 19 minutes late (e.g. at 8.20 am.) you may lose 30 minutes pay and so on.
4. Lateness or absence may result in disciplinary action and/or loss of appropriate payment.

C) SHORTAGE OF WORK

If there is a temporary shortage of work for any reason, we will try to maintain your continuity of employment even if this necessitates placing you on short time working, or alternatively, lay off. If you are placed on short time working, your pay will be reduced according to time actually worked. If you are placed on lay off, you will receive no pay other than statutory guarantee pay.

D) STAKEHOLDER PENSIONS

We operate a stakeholder pension scheme that enables you to save for your retirement using your own money. You are entitled to open this stakeholder pension upon the completion of three months service.

Upon the completion of one year's service, the company reserves the right to start contributing to your stakeholder pension scheme provided you meet certain criteria. The criteria and rate the company may contribute may vary from time to time.

The company will not contribute to any other pension scheme that you may have open. The scheme is operated separately to any other pension provision and it is at your discretion and risk whether or not you contribute.

The pension provider is Standard Life and details and conditions are available from the HR Manager.

E) COMPANY SPONSORED PENSION SCHEME

On starting employment with Puig, if eligible, you will be automatically entered into a NEST (National Employment Savings Trust) pension scheme. You have the ability to opt out of this scheme if you so wish.

Further details on the Pension options available to you are contained within your new starter pack and information can also be obtained from the HR Department.

HOLIDAY ENTITLEMENT AND CONDITIONS

A) ANNUAL HOLIDAYS

1. Your annual holiday entitlement is shown in your individual Statement of Main Terms of Employment (Form SMT).
2. It is our policy to encourage you to take all of your holiday entitlement in the current holiday year. We do not permit holidays to be carried forward and no payment in lieu will be made in respect of untaken holidays other than in the event of termination of your employment.
3. You should complete the appropriate form for all holiday requests and have it signed by your Line Manager before making any firm holiday arrangements.
4. We will allocate agreed holiday dates on a "first come - first served" basis whilst ensuring that operational efficiency and minimum staffing levels are maintained throughout the year.
5. You should give at least four weeks notice of your intention to take holidays and two weeks notice is required for odd single days.
6. You may not normally take more than two working weeks consecutively.
7. Your holiday pay will be at your normal basic pay unless shown otherwise on your Statement of Main Terms.

B) PUBLIC/BANK HOLIDAYS

Your entitlement to public/bank holidays and to any additional payment which may be made for working on a public/bank holiday is shown in your individual Statement of Main Terms of Employment.

SICKNESS/INJURY PAYMENTS AND CONDITIONS

Notification Procedure

You are required to telephone your line manager at least one hour before your shift is due to start on the first day of sickness absence, stating why you are absent and when you expect to return. If your absence continues, you must contact your line manager regularly to update on your continuing absence.

If you are unwell during your shift and need to leave early, you must first call your line manager to inform them. In the event that you get through to their voicemail – then ensure you confirm the time of your departure and reason for leaving.

Please note that personal contact is required at all times when contacting Puig. The sending of text / WhatsApp messages or email will not be accepted as notification and only in exceptional circumstances should friends or relatives contact us on your behalf.

You must provide the appropriate certificates as referred to below at the relevant times, and complete any absence recording documentation as required on your return to work.

Failure to notify your line manager as set out will result in the Disciplinary Procedure being taken.

Notification of Infectious Diseases

You must notify your line manager if you are suffering from or have symptoms of an infectious disease i.e. mumps, measles, or where you have been in close contact with someone with such an illness. Where you have been off work with this type of illness, you must check with your GP prior to returning to work to ensure that it is safe to do so.

Self-Certification and Statement of Fitness to Work

You should produce the following written evidence of absence and ensure that appropriate certificates are provided for the whole of your absence.

Self-Certificate

- For absence of up to and including 7 days; or

Statement of Fitness for Work

- For absence lasting more than 7 calendar days; or
- For absence before, during or after an annual or bank/public holiday.

You should submit certificates, statements and any correspondence to your line manager in the first instance, who will then pass this on to the Human Resources Department. Failure to do so may result in any sick pay being delayed or withheld and action under the Disciplinary Procedure being taken.

Puig reserves the right to require you to undertake a medical examination by a medical practitioner and/or specialist of the Company's choice and/or to seek a report from your GP.

Where such an examination is required you will have rights under legislation; a summary of these rights is included under the 'Access to Medical Reports' section of this Handbook.

Statutory Sick Pay

Statutory Sick Pay (SSP) will be paid when you are absent from work due to sickness, provided that you have complied with the requirements and conditions attached to its payment.

Returning to Work

Sick Pay

1. Statutory Sick Pay is paid after you have been absent for more than 3 working days. There is no entitlement to SSP for absences of less than 3 working days. SSP will not be paid if your absence has exceeded 7 days and you have not produced a doctor's certificate.
2. The maximum period SSP can be paid is 28 weeks, after which you must apply for Incapacity Benefit. For the purpose of calculating your entitlement to Statutory Sick Pay, "qualifying days" are Monday to Friday.

Please note that Company Sick Pay is paid at your line manager's discretion, and if payment is approved a limit of 2 weeks pro rata is permitted per annum.

Sickness Absence and Holiday

If you fall sick whilst on annual leave and you produce a doctor's certificate relating to the period of sickness, the company will treat this as sick leave and not holiday. Your holiday entitlement will be re-credited to you for these days.

Important

If you have been absent due to sickness and are found not to have been genuinely ill, you will be subject to action under the Disciplinary Procedure, which could include dismissal.

Absence for Other Reasons

Medical Appointments

While Puig recognises that at certain times you may have to attend medical appointments, these should where possible, be arranged during scheduled days or time off work. If this is not possible, you should aim to schedule your non-urgent appointments as close to the beginning or end of the working day to minimise your time away from work.

In cases of appointment times dictated by the Hospital or GP, you should inform your line manager as soon as possible in advance. Opportunity may be given for you to make up the hours you are absent to attend the appointment. Consideration to paid leave for this time will be at the discretion of your manager and based around the regularity of such requests (except in the case of ante-natal appointments which are always paid).

Access to Medical Reports

In certain circumstances it may be necessary for Puig to obtain a Medical Report from your Doctor/Specialist in order to establish:

- The reason for and likely duration of absence
- When you will be able to return to work, and whether the problem will recur
- What, if any, treatment is being prescribed; and
- Whether you can carry out all the duties of the job.

This will enable us to plan workloads. It is in the interests of both parties to establish, with the benefit of expert medical opinion, your ability to work. You have certain rights under the Access to Medical Reports Act 1988.

Your Doctor/Specialist cannot submit the report to Puig without your consent. You may withhold consent to the report being sought or can request to see the report prior to it being forwarded to Puig.

If you indicate that you wish to see the report in advance, Puig will inform you when the Doctor/Specialist has been written to; and the Doctor/Specialist also will be notified that you wish to see the report. You then have 21 days to contact the Doctor/Specialist regarding arrangements to see the report.

Should you indicate that you do not wish to see the report before Puig, you still have the right to write to the Doctor/Specialist, if the report has not been provided to the Company and have 21 days to contact the Doctor/Specialist regarding arrangements to see the report. You have the right to ask the Doctor/Specialist for a copy of the report for up to 6 months after it has been supplied. (There may be a charge for this.)

You may make a request for the Doctor/Specialist to amend any part of the report which you consider to be incorrect or misleading. You must provide the reason for why you feel there are any inaccuracies. If the Doctor/Specialist is not in agreement, you may attach a statement of your views with the report. If the Doctor/Specialist thinks that you or others would be harmed by the report, or any part of the report, it can be withheld from you.

No decision will be made that could affect your employment without careful consideration of all the circumstances.

Where Puig wishes to obtain a medical report, you will be asked for your prior written consent. Should you withhold such consent, Puig will take a decision regarding your continuing employment without the benefit of medical opinion.

External Factors

Inability to get to work due to transport problems, weather conditions or other such hindrances may require a change in your remaining working hours that week. You will be expected to make up the hours missed or lose payment for that day. You will normally be given the option to take a day of holiday rather than to lose pay.

SAFEGUARDS

A) RIGHTS OF SEARCH

1. We have the contractual right to carry out searches of employees and their property (including vehicles) whilst they are on our premises or business.
2. Where practicable, searches will be carried out in the presence of a colleague of your choice who is available on the premises at the time of the search. This will also apply at the time that any further questioning takes place.
3. You may be asked to remove the contents of your pockets, bags, vehicles, etc.
4. Whilst you have the right to refuse to be searched, such refusal will constitute a breach of contract, which could result in your dismissal.
5. We reserve the right to call in the police at any stage.

B) CONFIDENTIALITY

1. All information that:-
 - a. is or has been acquired by you during, or in the course of your employment, or has otherwise been acquired by you in confidence;
 - b. relates particularly to our business, or that of other persons or bodies with whom we have dealings of any sort;
 - c. has not been made public by the company or with our authority;shall be confidential, and (save in the course of our business or as required by law) you shall not at any time, whether before or after the termination of your employment, disclose such information to any person without our prior written consent.
2. You are to exercise reasonable care to keep safe all documentary or other material containing confidential information. At the time of termination of your employment with us, or at any other time upon demand, you will return to us any such material in your possession.

C) COMPANY PROPERTY AND COPYRIGHT

All written material, whether held on paper, electronically or magnetically which was made or acquired by you during the course of your employment with us, is our property and, where appropriate, our copyright. At the time of termination of your employment with us, or at any other time upon demand, you shall return to us any such material in your possession.

D) STATEMENTS TO THE MEDIA

Any statements to reporters from newspapers, radio, television, websites etc. in relation to our business will be given only by the Directors or any member of staff delegated by the board.

E) INVENTIONS/DISCOVERIES

An invention or discovery made by you will normally belong to you. However, an invention or discovery made by you will become our property if it was made:-

- a. in the course of your normal duties under such circumstances that an invention might reasonably be expected to result from those duties;
- b. outside the course of your normal duties, but during duties specifically assigned to you, when an invention might reasonably be expected to result from these; and
- c. during the course of any of your duties and at the time you had a special obligation to further our interests arising from the nature of those duties.

F) USE OF COMPUTER EQUIPMENT

In order to control the use of the company's computer equipment and reduce the risk of contamination the following will apply:-

- a. Unauthorised software including public domain software, magazine cover disks/CDs or Internet/World Wide Web downloads must not be used or downloaded on company equipment;
- b. Only authorised software may be used on any of the company's computer equipment;
- c. Only software that is used for business applications may be used;
- d. The introduction of new software must first of all be checked and authorised by a nominated senior member of the company before general use will be permitted;
- e. No software may be brought onto or taken from the company's premises without prior authorisation;
- f. Only authorised staff should have access to the company's computer equipment;
- g. Unauthorised access to the computer facility will result in disciplinary action; and
- h. Unauthorised copying and/or removal of computer equipment/software will result in disciplinary action, such actions could lead to dismissal.

G) E-MAIL AND INTERNET POLICY

- 1. Internet and E-mail have established themselves as important communication tools within Puig UK. To ensure we are able to utilise these systems to their optimum, we have devised a policy that provides maximum usage while ensuring compliance with company standards.
- 2. Before stating the policy, it's important for all Internet and E-mail users to be aware that the creation of any material through the use of the company's computers and networks is the property of Puig UK. Employee's documents and communications may be accessed and occasional checks will be performed throughout the network as required by the needs of the business. As such, communications performed using company equipment and systems should not be considered by the employee to be private or confidential.
- 3. Policy
Duly authorised individuals of Puig UK are encouraged to make use of the Internet and E-mail as part of their official and professional activities. Authorised employees will be given individual access to a personalised account. All activities performed within this account will be considered performed by the individual to whom the account is allocated.

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4. Internet
The availability and variety of information on the Internet has meant that it can be used to obtain material considered to be offensive. Accessing defamatory, threatening, profane, obscene, racially or sexually oriented or any other material deemed offensive by Puig UK leaves the user liable to face disciplinary action, which could lead to dismissal.
 5. On line gambling is also classified as an inappropriate use of the Internet.
 6. All Puig UK employees, whether provided with access to computer facilities or not, must seek approval from the Directors, or any other duly authorised person, prior to publishing any form of documentation on the Internet that is written on behalf of the company or includes the company name. Where personal views are expressed, a disclaimer stating that this is the case should be clearly added to all correspondence.
 7. The intellectual property right and copyright must not be compromised when publishing on the Internet.
 8. E-mail
The use of the E-mail system is encouraged as it's appropriate use facilitates efficiency. Inappropriate use, however, can cause problems including distractions, time wasting, harassment and legal claims. The company will not tolerate the use of the E-mail system for unofficial, unauthorised, offensive or inappropriate purposes. Performing any of the examples listed below, while not an exhaustive list, leaves the account holder liable to face disciplinary action which could lead to dismissal.
 - a. Sending any message that could constitute bullying, harassment or other detriment;
 - b. Excessive personal use;
 - c. Transmitting pornography;
 - d. Transmitting material reasonably considered to be offensive;
 - e. Transmitting copyright information and/or any software available to the user;
 - f. Sending confidential information about this company, employees, customers or suppliers.

When using the E-mail system, employees should give particular attention to the following points:

- a. Employees are expected to send E-mails which comply with the company communication standards;
- b. Employees should be aware the company can be liable for infringing copyright laws, or for an action of defamation, for any information that is circulated whether within the company or to external users of the system;
- c. Employees should be aware that any offers or contracts submitted by E-mail are legally binding.

H) DATA PROTECTION ACT 1998

The above act was introduced to regulate personal data held either on computer or within a manual filing system. As an employer it is our responsibility to ensure that the documentation held is relevant, accurate and where necessary, kept up to date. Any data held shall be processed fairly and lawfully and in accordance with the rights of data subjects under the Act. As an employee you will have the right, upon written request, to be told what personal data about you is being processed. You will also have the right to be informed of the source of the data and to whom it may be disclosed.

We are not obliged to supply this information unless you make a written request and for such requests a fee will be payable.

STANDARDS

A) WASTAGE

1. We maintain a policy of "minimum waste" which is essential to the cost-effective and efficient running of our organisation.
2. You are able to promote this policy by taking extra care during your normal duties by avoiding unnecessary or extravagant use of services, time and energy. As such, please handle machines, equipment and stock with care.
3. The following provision is an express written term of your contract of employment:-
 - a. any damage to vehicles, stock or property (including non-statutory safety equipment) that is the result of your carelessness, negligence or deliberate vandalism will render you liable to pay the full or part of the cost of repair or replacement;
 - b. any loss to us that is the result of your failure to observe rules, procedures or instruction, or is as a result of your negligent behaviour or your unsatisfactory standards of work will render you liable to reimburse to us the full or part of the cost of the loss; and
 - c. in the event of an at fault accident whilst driving one of our vehicles you may be required to pay the cost of the insurance excess up to a maximum of £250.00.
4. In the event of failure to pay, we have the contractual right to deduct such costs from your pay.

B) DRESS CODE

As you are liable to come into contact with customers and members of the public, it is important that you present a professional image with regards to appearance and standards of dress.

Head Office staff should wear clothes appropriate to your job responsibilities with a minimum dress standard expected of business casual. Clothing should be kept clean and tidy at all times.

Female Consultants and Female Store Based staff should wear the uniform provided by the company which must be clean and pressed at all times. The uniform should only be worn with flesh coloured tights and black or navy shoes. Jewellery should be kept to a minimum with only discreet earrings. Nails should be polished at all times and should be free from chips. Puig UK badges should be worn at all times during working hours. Long hair should be tied back at all times. Make-up should be worn at all times.

Male Consultants and Male Store Based staff should wear the uniform or suit provided by the company which must be clean and pressed at all times. Jewellery should be kept to a minimum with only discreet earrings. Long hair should be tied back at all times.

Where uniforms are not provided you are required to wear a dark coloured suit that is appropriate to your job responsibilities. Your attire should be kept clean and tidy at all times.

Dry Cleaning vouchers may be issued periodically and are to be used only on Puig UK garments or, where uniforms are not provided, on the attire that is worn to work. For vouchers to be accepted by dry cleaners on items that are not standard Puig UK garments, you will need to contact HR and request a letter. This letter will authorise the dry cleaner to accept the vouchers as payment for the cleaning of your garments.

Visible body piercing (apart from the ears) is prohibited and tattoos should be kept covered. Competitor fragrances are not to be worn during working hours.

C) PRODUCT ALLOCATION

Consultants and Store based Staff will receive an annual allocation of products. These products form part of your uniform/dress requirement and are to be worn during working hours.

Head Office staff will also receive an annual allocation of products.

Allocation products are not to be returned to stores for cash. Doing so will result in disciplinary action.

Three months service and your probationary period must be completed before any products will be issued. Upon completion, you will be included in the next round of product allocation. During this period, tester products should be used.

Those who are serving their notice, or whom submit notice prior to their products being dispatched, are not eligible to receive products.

Employees who are contracted to work 22 hours per week or less will receive half (50%) the value of the annual Product Allocation of that of full time employees.

The quantity, selection, monetary value and frequency of products issued to staff members is at the discretion of company Management and may be changed, suspended or ceased at any time.

D) HOUSEKEEPING

Both from the point of view of safety and of appearance, work areas must be kept clean and tidy at all times.

HEALTH, SAFETY, WELFARE AND HYGIENE

A) SAFETY

1. You should make yourself familiar with our Health and Safety Policy and your own health and safety duties and responsibilities, as shown separately.
2. You must not take any action that could threaten the health or safety of yourself, other employees, customers or members of the public.
3. Protective clothing and other equipment which may be issued for your protection because of the nature of your job must be worn and used at all appropriate times. Failure to do so could be a contravention of your health and safety responsibilities. Once issued, this protective wear/equipment is your responsibility.
4. You should report all accidents and injuries at work, no matter how minor, in the accident book that can be found for Head Office staff by the First Aid box and for all other staff in the Department Store in which you work.
5. You must ensure that you are aware of our fire and evacuation procedures and the action you should take in the event of such an emergency.

B) NO SMOKING POLICY

Our policy of no smoking within the premises must be observed at all times.

Head Office Staff

Cigarette breaks may only be taken with the express permission of your Manager. Time taken on cigarette breaks forms part of the daily break entitlement so, for example, if you are entitled to a one hour break during the day but take two 10 minute cigarette breaks, the one hour break should be reduced to 40 minutes.

Store Based Staff

The store's smoking policy must be observed at all times. Smoking is only permitted during your designated breaks. No additional cigarette breaks are to be taken during your working day.

C) ALCOHOL & DRUGS POLICY

Under legislation we, as your employer, have a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all our employees and similarly you have a responsibility to yourself and your colleagues. The use of alcohol and drugs may impair the safe and efficient running of the business and/or the health and safety of our employees.

If your performance or attendance at work is affected as a result of alcohol or drugs, or we believe you have been involved in any drug related action/offence, you may be subject to disciplinary action and, dependent on the circumstances, this may lead to your dismissal.

D) HYGIENE

1. Any exposed cut or burn must be covered with a first-aid dressing.
2. If you are suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.
3. Contact with any person suffering from an infectious or contagious disease must be reported before commencing work.

GENERAL TERMS OF EMPLOYMENT, INFORMATION AND PROCEDURES

A) CHANGES IN PERSONAL DETAILS

You must notify Human Resources of any change of name, address, telephone number, etc., so that we can maintain accurate information on our records and make contact with you in an emergency, if necessary, outside normal working hours.

B) OTHER EMPLOYMENT

If you already have any other employment or are considering any additional employment you must notify us so that we can discuss any implications arising from the current working time legislation. You may not work in similar forms of industry. This is an express written term of your contract of employment.

C) TIME OFF

Circumstances may arise where you need time off for medical/dental appointments, or for other reasons. Where possible, such appointments should be made outside normal working hours. If this is not possible, time off required for these purposes may be granted at the discretion of your Line Manager.

D) MATERNITY/PATERNITY/ADOPTION LEAVE AND PAY

You may be entitled to maternity/paternity/adoption leave and pay in accordance with the current statutory provisions. If you (or your partner) become pregnant or are notified of a match date for adoption purposes, you should notify your Line Manager at an early stage so that your entitlements and obligations can be explained to you.

E) PARENTAL/SHARED PARENTAL LEAVE

If you are entitled to take parental leave or shared parental leave in respect of the current statutory provisions, you should discuss your needs with your Line Manager, who will identify your entitlements and look at the proposed leave periods dependent upon your child's/children's particular circumstances and the operational aspects of the business.

F) TIME OFF FOR DEPENDANTS

You may be entitled to take a reasonable amount of unpaid time off during working hours to take action that is necessary to provide help to your dependants. Should this be necessary you should discuss your situation with your Line Manager, who, if appropriate, will agree the necessary time off.

G) BEREAVEMENT LEAVE

Reactions to bereavement may vary greatly according to individual circumstances and the setting of fixed rules for time off is therefore inappropriate. You should discuss your circumstances with the HR Manager/Area Manager and agree appropriate time off.

H) EXPENSES

We will reimburse you for any reasonable work related expenses that were incurred wholly, exclusively and necessarily in the course of business. You must provide receipts for any expenditure. The rules relating to claiming and reimbursement of work related expenses are issued separately. Any expenses that are paid that do not comply with the wholly, exclusively and necessarily clause will be declared benefits for Income Tax and National Insurance purposes.

I) EMPLOYEES' PROPERTY AND LOST PROPERTY

We do not accept liability for any loss of, or damage to, property that you bring onto the premises. You are requested not to bring personal items of value onto the premises or work location and, in particular, not to leave any items overnight. Articles of lost property should be handed to your Line Manager who will retain them whilst attempts are made to discover the owner.

J) MAIL

All mail including private and confidential mail received by us will be opened, including that addressed to employees. Private mail, therefore, should not be sent care of our address. No private mail may be posted at our expense except in those cases where a formal re-charge arrangement has been made.

K) TELEPHONE CALLS

Personal telephone calls should be kept to a minimum.

L) USE OF MOBILE PHONES WHILE DRIVING

The use of mobile phones while driving is prohibited. This includes the operation of all phones with hands-free and car kit accessories.

Phones must be switched off with calls to be redirected to your voice mail.

Please record a message on your voice mail that informs the caller you are currently unavailable and offer the option of calling the office if their matter is urgent.

We request all calls are returned as soon as possible upon completion of your journey. When travelling long distance driving breaks should be taken hourly to check for outstanding messages and return calls.

M) BUYING OR SELLING OF GOODS

You are not allowed to buy or sell goods on your own behalf on our premises or during your working hours.

N) FRIENDS AND RELATIVES CONTACT

You should discourage your friends and relatives from either calling on you in person or by telephone except in an emergency.

O) STORE RELATIONS

A successful store interview, resulting in permission by the store to grant eligibility to work on site, is normally required to be able to work as a consultant in that store or chain of stores. If, for whatever reason, the store requests that an individual be removed from a position or store we will have to comply.

In such circumstance we will investigate the reasons for such requests. However, if the store maintains their stance we will then take all reasonable steps to ensure that alternative work is provided. If this is not possible we may have no alternative but to terminate your employment. This procedure is separate from any concurrent disciplinary matter which may need to be addressed.

In addition, Puig UK staff based in store, work very closely with employees of other companies. You should treat all individuals with dignity and respect. Where problems occur with non Puig UK employees, we can discuss the issue with the other individuals' employer, but are not able to uphold any disciplinary action against that employee.

P) THIRD PARTY INVOLVEMENT

We reserve the right to allow third parties to chair any meeting, for example disciplinary, capability, grievance, this is not an exhaustive list. You agree to permit us to share any relevant sensitive data where it is necessary for the purposes of that hearing.

Q) RECORDING OF FORMAL MEETINGS

We reserve the right to record any formal meetings whether conducted by us or a third party, a copy of the recording can be made available on request.

WHISTLE-BLOWERS

A) INTRODUCTION

Under certain circumstances, employees are protected from suffering any detriment or termination of employment if they make disclosures about organisations for whom they work.

B) QUALIFYING DISCLOSURES

- 1) Certain disclosures are prescribed by law as “qualifying disclosures”. A “qualifying disclosure” means a disclosure of information that the employee genuinely and reasonably believes is in the public interest and shows that the company has committed a “relevant failure” by:
 - a) committing a criminal offence;
 - b) failing to comply with a legal obligation;
 - c) a miscarriage of justice;
 - d) endangering the health and safety of an individual;
 - e) environmental damage; or
 - f) concealing any information relating to the above.
- 2) These acts can be in the past, present or future, so that, for example, a disclosure qualifies if it relates to environmental damage that has happened, is happening, or is likely to happen. The company will take any concerns that you may raise relating to the above matters very seriously.
- 3) The Employment Rights Act 1996 provides protection for workers who ‘blow the whistle’ where they reasonably believe that some form of illegality, injustice or breach of health and safety has occurred or is likely to occur. The disclosure has to be “in the public interest”. We encourage you to use the procedure to raise any such concerns.

C) THE PROCEDURE

- 1) In the first instance you should report any concerns you may have to the Managing Director who will treat the matter with complete confidence. If you are not satisfied with the explanation or reason given to you, you should raise the matter with the appropriate official organisation or regulatory body.
- 2) If you do not report your concerns to the Managing Director you should take them direct to the appropriate organisation or body.

D) TREATMENT BY OTHERS

Bullying, harassment or any other detrimental treatment afforded to a colleague who has made a qualifying disclosure is unacceptable. Anyone found to have acted in such a manner will be subject to disciplinary action.

CAPABILITY PROCEDURES

A) INTRODUCTION

We recognise that during your employment with us your capability to carry out your duties may deteriorate. This can be for a number of reasons, the most common ones being that either the job changes over a period of time and you fail to keep pace with the changes, or you change (most commonly because of health reasons) and you can no longer cope with the work.

B) JOB CHANGES/GENERAL CAPABILITY ISSUES

1. If the nature of your job changes or if we have general concerns about your ability to perform your job we will try to ensure that you understand the level of performance expected of you and that you receive adequate training and supervision. Concerns regarding your capability will normally first be discussed in an informal manner and you will be given time to improve.
2. If your standard of performance is still not adequate you will be warned in writing that a failure to improve and to maintain the performance required could lead to your dismissal. We will also consider the possibility of a transfer to more suitable work if possible.
3. If there is still no improvement after a reasonable time and we cannot transfer you to more suitable work, or if your level of performance has a serious or substantial effect on our organisation or reputation, you will be issued with a final warning that you will be dismissed unless the required standard of performance is achieved and maintained.
4. If such improvement is not forthcoming after a reasonable period of time, you will be dismissed with the appropriate notice.

C) PERSONAL CIRCUMSTANCES/HEALTH ISSUES

1. Personal circumstances may arise which do not prevent you from attending for work but which prevent you from carrying out your normal duties (e.g. a lack of dexterity or general ill health). If such a situation arises, we will normally need to have details of your medical diagnosis and prognosis so that we have the benefit of expert advice. Under normal circumstances this can be most easily obtained by asking your own doctor for a medical report. Your permission is needed before we can obtain such a report and we will expect you to co-operate in this matter should the need arise. When we have obtained as much information as possible regarding your condition and after consultation with you, a decision will be made about your future employment with us in your current role or, where circumstances permit, in a more suitable role.
2. There may also be personal circumstances which prevent you from attending work, either for a prolonged period(s) or for frequent short absences. Under these circumstances we will need to know when we can expect your attendance record to reach an acceptable level. This may again mean asking your own doctor for a medical report or by making whatever investigations are appropriate in the circumstances. When we have obtained as much information as possible regarding your condition, and after consultation with you, a decision will be made about your future employment with us in your current role or, where circumstances permit, in a more suitable role.

D) SHORT SERVICE STAFF

We retain discretion in respect of the capability procedures to take account of your length of service and to vary the procedures accordingly. If you have a short amount of service, you may not be in receipt of any warnings before dismissal but you will retain the right to a hearing and you will have the right to appeal.

DISCIPLINARY PROCEDURES

Grievance Procedure

Puig UK Ltd acknowledges that the Company's success lies with our employees and the successful working relationships built within the company.

We also recognise that employees may occasionally have a grievance relating to their employment. It is the Company's intention to consider and resolve grievances at the earliest opportunity and, where possible, to the satisfaction of all concerned.

Puig encourages the view that employees should raise issues of concern for discussion and that these are discussed openly and honestly so as to resolve them as quickly and easily as possible. While we hope that most cases can be solved informally, those remaining unsolved will be addressed through the following procedure.

Stage 1

If there is a work problem worrying you or you wish to make a formal complaint, you should in the first instance take up the matter with your line manager. If the problem is with your direct line manager, you should refer your grievance to the next level of management.

Stage 2

If your grievance is not resolved within 5 working days, you should refer it in writing to the next level of management or Human Resources. You should clearly set out your reason for referring the grievance to the 2nd stage. The details of your grievance will be recorded, and a meeting arranged within 5 working days of your request, between you, your manager, a member of HR and any other relevant parties with a view to resolving the matter.

Stage 3

If the matter still remains unresolved you may appeal, in writing, normally to the next level of management, HR member, or a Director. A meeting will be arranged within 10 working days to consider your concerns.

All complaints will be followed up and dealt with in whatever manner is deemed most appropriate by Puig once all the circumstances have been considered.

Any decision made at this stage will be given in writing and will be final.

Guidelines

1. It is the responsibility of all members of management to listen and respond to any matter which is raised as an employee concern.
2. This procedure applies to all employees but does not confer any contractual rights.
3. Any employee pursuing a grievance should continue to work normally while the grievance is being investigated unless doing so could result in serious problems for the employee or Puig.
4. If a grievance is related to disciplinary action it should be raised under the disciplinary procedure under the right to appeal instructions.

Disciplinary Procedure

Overview

Puig UK Ltd aims to develop an environment which encourages everyone to treat each other with openness, trust, honesty and respect. It is hoped that this will contribute to the happiness of all employees in their job, and that everyone will act in a manner which is beyond reproach.

Puig views the disciplinary procedure as an opportunity to overcome shortcomings in conduct and to maintain our high standards of service to our colleagues and customers.

At all times, every effort will be made to provide guidance and counselling to maintain the required standards. Should it be necessary to take disciplinary action, Puig's procedure has been designed to provide a fair and consistent way of dealing with disciplinary problems. Misconduct will be treated with appropriate firmness and employees will be provided with the opportunity to demonstrate an improvement in their behaviour, through follow up reviews and the implementation of set timescales.

Before any disciplinary action is imposed, department managers will conduct a thorough investigation and employees will be given every opportunity to explain the circumstances surrounding the alleged offence, through attending a review meeting.

Employees have the right to be accompanied by a work colleague or trade union representative (if they themselves are a member of a Trade Union) at any disciplinary meeting which may follow that investigation. The role of this person is to observe that the process is fair, and that the employee has been given sufficient opportunity to state their case.

An employee will not normally be dismissed unless previous warnings have been received in accordance with the procedure, except in cases of gross misconduct.

Where an employee is alleged to have committed a serious offence, they may be suspended on contractual pay until the investigation is completed. During a period of suspension, an employee will not be permitted access to any company premises without direct permission but should be on call in case he/she is requested to attend any meetings.

The disciplinary action taken will be determined by the severity of the offence, the employee's previous disciplinary record and length of service, except in cases of gross misconduct where dismissal will apply.

The disciplinary procedure is not contractual but is intended as a statement of current Company policy and commitment to operate an efficient procedure in resolving employee issues.

Puig therefore reserves the right to amend the procedure as necessary to meet any legislative changes.

Definition of Misconduct/Gross Misconduct

Examples of circumstances which constitute misconduct or gross misconduct are listed below.

Please note that this list is not exhaustive.

Examples of Misconduct

- Poor timekeeping (three occasions or one occasion of more than one hour)
 - Poor attendance (more than three occasions within six months)
 - Poor performance.
 - Poor/negative attitude
 - Minor failure to follow Company rules and procedures
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- Misuse of Company property.
 - Minor Negligence
 - Minor breaches of health and safety procedures

Gross Misconduct

There may be occasions when an employee's misconduct is so serious that dismissal is justified without any previous warnings.

Following a full investigation, an employee found to have committed an offence of gross misconduct will be dismissed, without notice or payment. This type of dismissal is called 'summary dismissal'.

Examples of Gross Misconduct

This list is not exhaustive but sets a guideline for the type of behaviour which can warrant instant dismissal.

- Theft from the Company, its employees, customers or suppliers.
- Dishonesty
- Unacceptable / Unauthorised absence from work / Neglect of Duty
- Unauthorised use of Company time or assets for private use.
- Misappropriation of Company, customer or employee's property or assets.
- Serious breach of security rules.
- Falsification of time-sheets, sickness claims, expense claims or other documents or records.
- Disclosure of confidential information or breach of trust.
- Serious breach of Health and Safety procedures.
- Smoking in designated nonsmoking areas.
- Incapacity for work due to being under the influence of alcohol or illegal drugs.
- Being in possession of or dealing in illegal drugs whilst at work
- Harassment of fellow employees, including sexual harassment.
- Willful damage or sabotage of Company stock, premises or equipment.
- Abusive, threatening, intimidating or insulting behaviour towards other employees, suppliers or customers.
- Unauthorised computer access or breach of e-mail/ internet policy.
- Serious negligence which causes unacceptable loss.
- Fighting or assaulting another person.
- Breaching Health and Safety Regulations, including smoking in a prohibited area.
- Serious insubordination
- The loss of a driving license on conviction where driving is all or an essential part of the job requirements
- Acts of gross negligence or misconduct involving careless or reckless driving, including the use of hand-held mobile phones whilst driving
- A criminal offence causing harm to the reputation of Puig or relations with Puig employees.

Stages of Discipline

There are 4 stages. Less serious complaints will normally start at Stage 1.

In the case of more serious offences Puig reserves the right to start the procedure at any stage. Puig will only proceed **directly** to Stage 4 (dismissal) in cases of Gross Misconduct.

At all stages of disciplinary meetings, the employee may bring a fellow work colleague or trade union representative to act as their witness should they wish to do so. Notification of the meeting will be given, in writing, at least 24 hours in advance. This will detail the reason for the meeting, including details and supporting evidence of the allegation(s) and will also stipulate the time and location as well as the attendees.

Stage 1 – Formal Verbal Warning

In the event of unsatisfactory work or conduct, the employee will be interviewed by their Manager.

Following a full examination of the facts, if the explanation given is not satisfactory, he/she will be given a formal verbal warning in writing. Notification of the decision will be given within 24 hours where possible.

A copy of the warning, giving reasons and improvement required will be placed in the employee's personnel file. The warning will remain active on the employees file for a period of 3 months after which it will be disregarded for disciplinary purposes.

Stage 2 – Written Warning

In the case of more serious first offences, or an accumulation of minor offences, the employee will be asked to attend a meeting. Notification of the meeting will be given, in writing, at least 24 hours in advance.

This will detail the reason for the meeting and also indicate the time and location as well as the attendees.

The interview will normally be conducted by the Department Manager where the employee will have the opportunity to state his/her case and should prepare for the meeting accordingly.

The facts of the case will be fully investigated. If a warning is issued it will be in writing, specifying the nature of the offence and the area in which improvement or non-repetition is required. The warning will remain active on the employees file for a period of 6 months after which it will be disregarded for disciplinary purposes.

Stage 3 – Final Written Warning

If a more serious first offence occurs, if there is a failure to improve or change previous behaviour, or a further accumulation of minor offences, a final written warning will be issued.

This represents the final opportunity to improve performance and/or abide by Company procedures and regulations.

The procedure is the same as for a first written warning and details of the warning will remain on the employees file for 12 months.

The employee will be warned that any future failure to improve their performance, or provision of any further cause for concern may result in dismissal.

Stage 4 – Dismissal

Gross misconduct or continuous unsatisfactory work or conduct will result in dismissal. The employee will be given the opportunity to state his/her case to their manager and a representative from HR. No dismissal will be actioned without careful investigation of the facts.

The dismissal will be confirmed in writing. Where dismissal occurs as a result of gross misconduct the employee forfeits the right to any pay beyond statutory entitlement.

Capability Procedure

If you are failing to reach the standard set for your role due to lack of ability, skill or experience, Puig will adopt a fair and reasonable approach to supporting you in improving your performance. This process will involve a series of Performance Review Meetings which have:

- A short term focus on task related improvement matters
- A right to have representation and appeal at formal stage
- An outcome that could lead to dismissal

These meetings will follow a series of steps and depending upon the severity of the issue may either comprise one to three of the below levels.:

1. Informal Performance Review
2. Formal Performance Review
3. Final Performance Review

Please note that cases that involve misconduct, including and without limitation; poor attitude, poor timekeeping, and lack of motivation will be dealt with under the above disciplinary procedure.

Appeal Procedure

The Appeal Procedure does not form part of your contract of employment.

If you wish to appeal against any disciplinary warning or a decision to dismiss, you should apply in writing within 5 working days. You will be invited to attend a meeting and you should take all reasonable steps to attend.

After the appeal meeting you will be informed of the final decision.

Your appeal should be to the next higher level in the line of management to the manager who handled the disciplinary matter or the decision to dismiss. Where this is not possible due to the management structure of the business, you may appeal to the person who handled the disciplinary matter or the decision to dismiss or to someone at the same level of management, who has the authority to overturn the original disciplinary decision.

You will be given the opportunity to be accompanied at the meeting by a fellow employee or accredited trade union official.

After hearing the appeal and considering all the facts surrounding the case, the manager may:

- Uphold the disciplinary action taken.
- Reduce the level of disciplinary action taken.
- Decide that the disciplinary action was not appropriate.

The decision made as to the outcome of this appeal is final and will be confirmed in writing.

None of the above affects your statutory rights as an employee.

PERSONAL HARASSMENT POLICY AND PROCEDURE

A) INTRODUCTION

1. Harassment or victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation is unacceptable.
1. The company deplores all forms of personal harassment and victimisation. We are committed to creating a workplace that ensures the environment is one where all employees are treated with dignity and respect.
2. We recognise that personal harassment can exist in and outside the workplace. Personal harassment experienced outside the workplace can seriously affect employee's working lives by interfering with their job performance. Inside the workplace, personal harassment can create a stressful, intimidating and unpleasant working environment.
3. Our working environment is one where personal interaction occurs everyday and is a key element in the success of the business. We encourage you to enjoy working with your colleagues but please recognise your colleagues may not always realise their behaviour constitutes harassment.

B) EXAMPLES OF PERSONAL HARASSMENT

- a. insensitive jokes and pranks;
- b. lewd or abusive comments about appearance;
- c. displaying abusive or offensive writing or material;
- d. abusive, threatening or insulting words or behaviour.

These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees committing any form of personal harassment.

We have published the following procedures to inform employees of the type of behaviour that is unacceptable and provide employees who are victims of personal harassment with a means of redress.

C) COMPLAINING ABOUT PERSONAL HARASSMENT

1. Informal complaint

We recognise that complaints of personal harassment, and particularly of sexual harassment, can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances you are encouraged to raise such issues with a senior colleague of your choice (whether or not that person has a direct supervisory responsibility for you) as a confidential helper. This person cannot be the Managing Director who will be responsible for investigating the matter if it becomes a formal complaint.

If you are the victim of minor harassment you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser, and your confidential helper can assist you in this.

2. Formal complaint

Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of a Director as a formal written complaint and again your confidential helper can assist you in this. If possible, you should keep notes of the harassment so that the written complaint can include:-

- a. the name of the alleged harasser;
- b. the nature of the alleged harassment;
- c. the dates and times when the alleged harassment occurred;
- d. the names of any witnesses; and
- e. any action already taken by you to stop the alleged harassment.

On receipt of a formal complaint we will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser or yourself. You or the alleged harasser may be placed on suspension with contractual pay until the matter has been resolved.

The person dealing with the complaint will invite you to attend a meeting, at a reasonable time and location, to discuss the matter and carry out a thorough investigation. You have the right to be accompanied at such a meeting by your confidential helper or another work colleague of your choice and you must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.

On conclusion of the investigation which will normally be within ten working days of the meeting with you, the decision of the investigator detailing the findings will be sent, in writing, to you.

You have the right to appeal against the findings of the investigator in accordance with the appeal provisions of the grievance procedure.

D) GENERAL NOTES

1. If the decision is that the allegation is well founded, the harasser will be liable to disciplinary action in accordance with our disciplinary procedure. An employee who receives a formal warning or who is dismissed for harassment may appeal by using our capability/disciplinary appeal procedure.
2. If you bring a complaint of harassment you will not be victimised for having brought the complaint. However if it is concluded that the complaint is both untrue and has been brought with malicious intent, disciplinary action will be taken against you.

EQUAL OPPORTUNITIES POLICY

A) STATEMENT OF POLICY

1. We recognise that discrimination is unacceptable. Equality of opportunity has been a long-standing feature of our employment practise and procedure.
2. The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.
3. We will ensure all recruiters of staff are aware of the policy and will make it available to all applicants for employment upon their request.
4. The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.
5. We will maintain a neutral working environment in which no employee or worker feel under threat or intimidated.
6. Breaches of this policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.

B) RECRUITMENT AND SELECTION

1. The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
2. Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
3. Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
4. We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
5. We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.
6. All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
7. All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
8. Short listing and interviewing will be carried out by more than one person where possible.
9. Interview questions will be related to the requirements of the job and person specification and will not be of a discriminatory nature.
10. We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.
11. Selection decisions will not be influenced by any perceived prejudices of other staff.

C) TRAINING AND PROMOTION

1. Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.
2. All promotion will be in line with this policy.

D) MONITORING

1. To monitor the progress of this policy, we will maintain and review as necessary the employment records of all employees.
2. Monitoring may involve recording the recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.
3. The results of any monitoring conducted will be reviewed to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford equality of opportunities to all applicants and staff.

TERMINATION OF EMPLOYMENT

A) RESIGNATIONS

All resignations by employees must be supplied in writing, stating your reason for resignation

B) TERMINATING EMPLOYMENT WITHOUT GIVING NOTICE

If you terminate your employment without giving or working the required period of notice, as indicated in your individual statement of main terms of employment, you will have an amount equal to any additional cost of covering your duties during the notice period not worked deducted from any termination pay due to you. This is an express written term of your contract of employment. You will also forfeit any contractual accrued holiday pay due to you over and above your statutory holiday pay, if you fail to give or work the required period of notice.

C) RETURN OF OUR PROPERTY

On the termination of your employment you must return all Puig UK property which is in your possession or for which you have responsibility. Failure to return such items will result in the cost of the items being deducted from any monies outstanding to you. This is an express written term of your contract of employment.

D) RETURN OF VEHICLES

On termination of your employment you must return your company vehicle to our premises. Failure to return the vehicle will result in the cost of its recovery being deducted from any monies outstanding to you. This is an express written term of your contract of employment.

E) GARDEN LEAVE

Once either side has given notice of termination of employment, we may, at any time and for any period, require you to cease performing your job and/or exclude you from entering any of our premises. During such period of garden leave, we will continue to pay your wage/salary and provide all benefits that form part of your contract of employment.

END NOTE

We hope you found the information contained in this handbook of use. Copies of the handbook will be kept at Head Office in London. Any amendments to the handbook will be sent to you however, it will be your responsibility to keep yourself updated regarding the content. This is important as this handbook, along with your Statement of Main Terms of Employment, forms part of your Contract of Employment with Puig UK.

We value the contribution of all our employees and are pleased you chose to become a part of Puig UK. We welcome you on board and express our sincere hope that you will be happy as part of our team.