

Music Tribe Global Triber Service Manual (Employee Handbook and Code of Conduct)

We Empower. You Create.

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We Empower. You Create.

We believe that there is a musician in every human being.

It is our purpose to make music accessible to everyone and empower you to become the most creative you can be.

Happiness is helping others in a meaningful and unconditional way.

That's why we exist.

Uli Behringer

Founder, Customer Empowerment Obsessor (CEO)

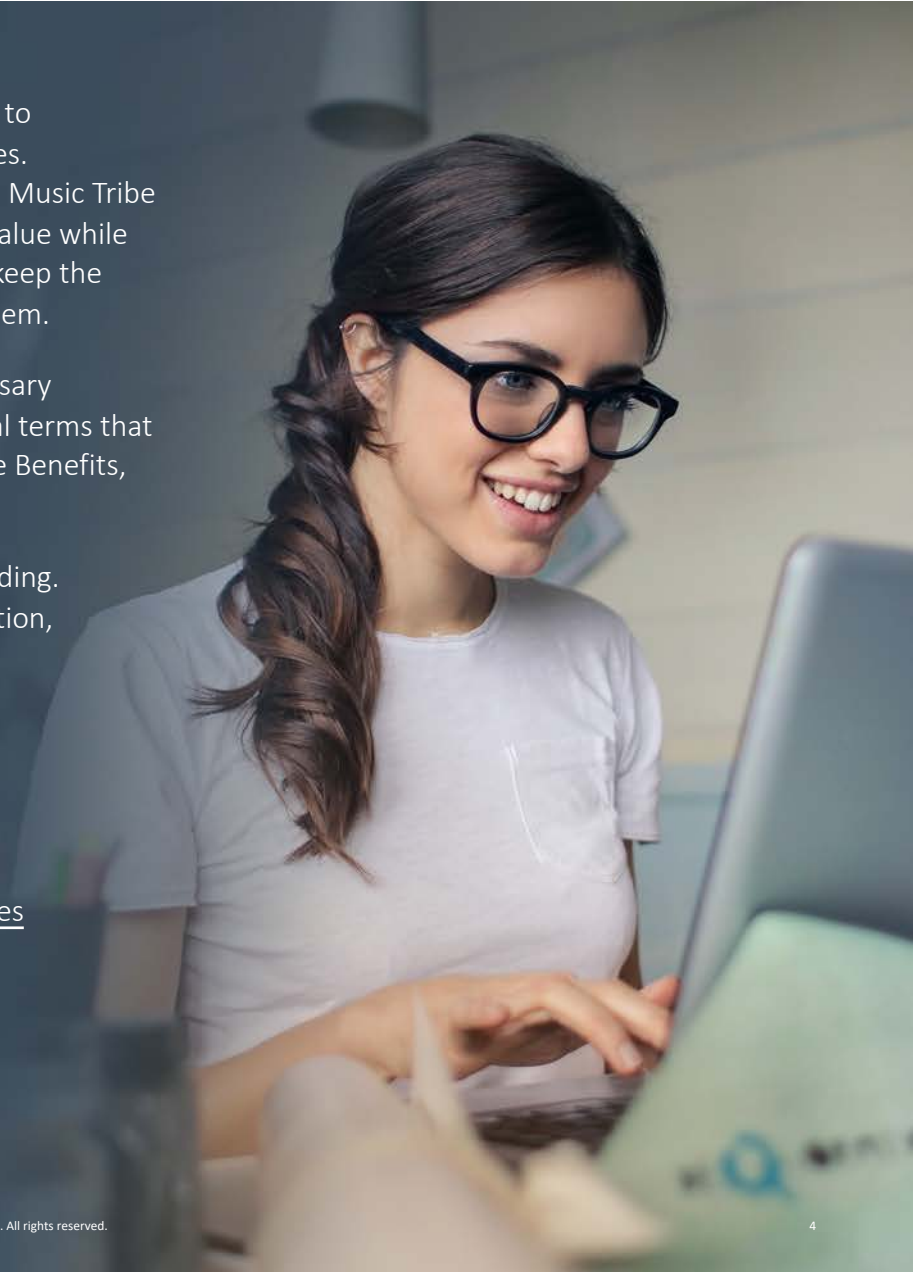


Welcome to the Triber Service Manual. This is designed to help you get to know Music Tribe better, while also providing information on our Policies. The Triber Service Manual gives you an overview of the way we work at Music Tribe with Policies and Codes of Conduct to help us reinforce the things we value while ensuring that we deliver high-quality services to our Tribers. We try to keep the Policies as straightforward as possible and ask every Triber to uphold them.

From time to time, changes to this Triber Service Manual may be necessary and while you will be notified individually of any variation to contractual terms that affect pay or benefits, we reserve the right to modify or discontinue the Benefits, Policies and Terms and Conditions described in these documents.

We hope that your career with Music Tribe will be enjoyable and rewarding. If you have any comments or require additional information or clarification, please contact your Heart Leader.

- [Our Future](#)
- [Our Values](#)
- [Employment Policies](#)
- [Health and Safety](#)
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To transform Music Tribe into a Employee and Customer Owned organization



To create the most sustainable and socially responsible Tribe in line with B-Corp standards



To create the world's most Customer Obsessed Tribe



To build the world's most Research and Learning Obsessed Tribe



To design the world's most Insight and Data Obsessed Tribe



To relentlessly and consistently create Customer Value by eliminating waste at every step



To merge with and acquire the most strategic Brands and Organizations



To create the most empowering, collaborative and fun environment

Our Values

We believe that happiness comes from helping others in a meaningful and unconditional way.

Happiness forms the basis of our Values and who we are at our natural best.

This is our Music Tribe Culture.



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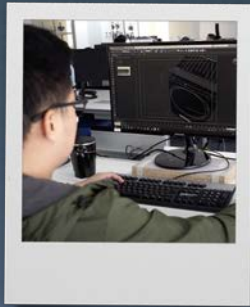
Equal Employment Opportunities



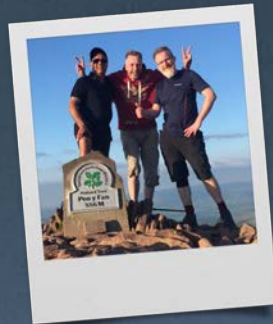
Background Check



Job Responsibilities



Hours of Work and Timekeeping



Time-Off



Triber Benefits



Equal Employment Opportunities

- Music Tribe is an equal opportunity employer and actively supports Human Rights, as well as all Equality legislations. We are therefore opposed to all forms of unlawful or unfair discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation. Every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, training and promotion are based solely on the job criteria, the individuals' abilities, skills, performance and behavior and on our business requirements. Discrimination, abuse or harassment will result in disciplinary action being taken including dismissal for serious cases
- This Policy must be strictly adhered to by all Tribers

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Appointment

On or before commencement of employment, we will execute an Employment Offer with you ("Employment Offer"). We will only appoint you if you have:

- Passed a background check
- Returned the duly signed Employment Offer
- Secured the necessary regulatory registrations and employment pass approval, where relevant
- Secured a certification that declares you free from any obligations owed to any third party which might prevent you from commencing work on the agreed date or from efficiently performing any duty that relates to the position
- Passed a health screen (whenever necessary)

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Background Check

Your employment with Music Tribe is subject to the receipt of satisfactory references and in all cases the appropriate level of security clearance required for your role.

If we receive unsatisfactory references or where required security clearance is refused, we reserve the right to terminate your employment or withdraw the offer.

Employment Offer

If there is any discrepancy between the supplementary terms contained in the Triber Service Manual and the Employment Offer document, the terms of the latter will apply.

Not everything concerning your employment can be or indeed should be reduced to a set of rules. Working relationships demand common sense and good business practice, and discretion may be used in certain instances, to deal with matters affecting you and your employment. These implied terms cannot override or alter the express terms in your Employment Offer.



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Policies

Music Tribe Global Policies are relevant for all Tribers. It is your responsibility as a Triber to familiarize yourself with these policies and make sure you understand these clearly. In case there is any conflict with legislation in your country, local laws shall prevail.

Job Responsibilities

Your Leaders will identify and explain your responsibilities and the expected performance standards. Job responsibilities may change at any time during the employment period. Any potential change to your responsibilities will be communicated to you.

Probation and Confirmation

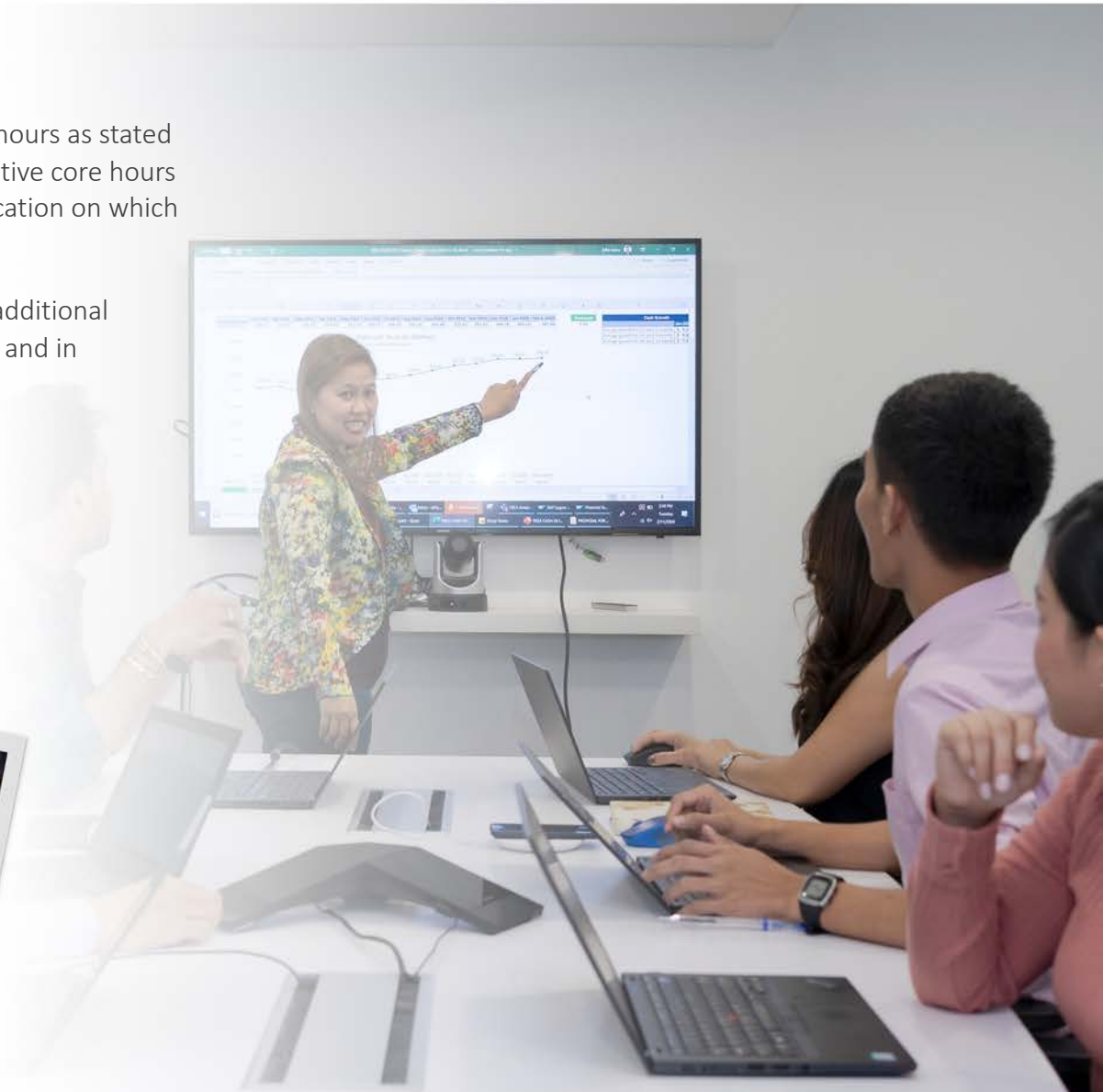
- All offers of employment are subject to the satisfactory completion of a probationary period as indicated in the Employment Offer (the “Probationary Period”)
- The Probationary Period serves as a guide for your confirmation. During this period, your leaders will observe your ability to satisfy both general and specific job requirements. Upon or at any time before the expiry of the Probationary Period you will receive a letter from Music Tribe which shall inform you if your service will be confirmed or terminated

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Hours of Work and Timekeeping

You will be expected to work the basic and core hours as stated in the Employment Offer. However, some alternative core hours may be applicable based on the Employment Location on which your leader will advise you.

You may from time to time be required to work additional hours for the proper performance of your duties and in accordance with the Employment Offer.



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Overpayments

You acknowledge that you must reimburse Music Tribe for overpayments and that Music Tribe may charge any overpaid remuneration against future payments.

Set Off

Claims, which Music Tribe may have on you, may be set off towards any claim which you may have against Music Tribe such as salary, vacation pay and other types of compensation, if any, in accordance with local law.

Taxes

Payment of taxes and or the withholding thereof shall be in accordance with local laws of the country of the Place of Employment.

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Hybrid Working Policy

Here in Music Tribe, we want to support our Tribers to do their best, have a good work life balance and be flexible whilst staying connected and getting the job done.

We know that for many of you, where, how and when you work has changed radically because of the pandemic. Your expectations about what work looks like have also changed. We know that choice and flexibility are important to you and that what works for some won't work for others.

The purpose of this policy is to establish a framework for keeping the good bits of working flexibly whilst looking at how our office space can support everyone to stay connected and work the best way.

This policy won't work for or be available to everyone. It will depend on the kind of role you do, the part of Music Tribe you work in, the level of supervision you need, any minimum levels of physical cover required as well as the technology and environment you have available to you.

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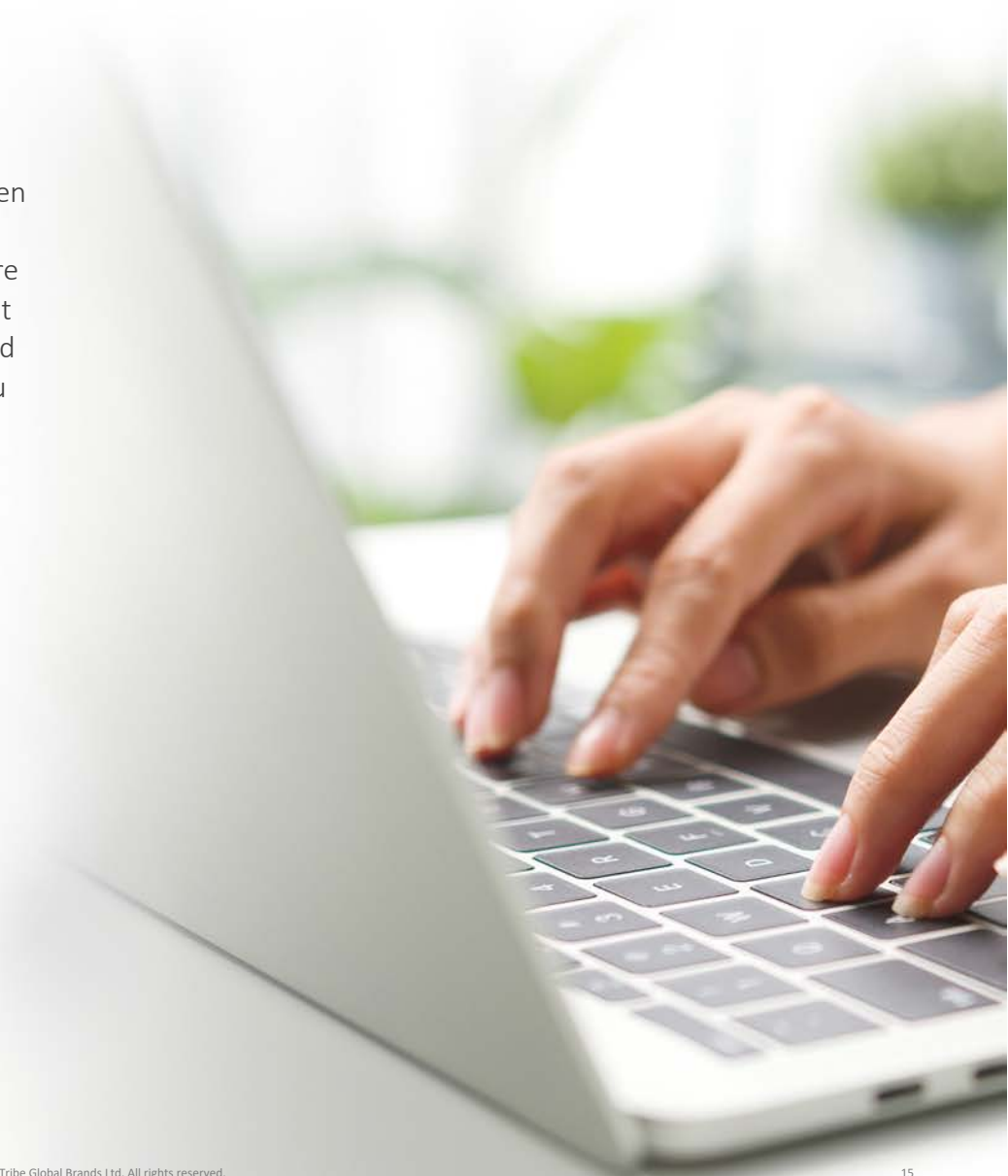


Crucial Bits

What is hybrid working?

Hybrid working gives you more choice over deciding how, when and where you work best in a way that balances the needs of Music Tribe, your team and yourself. It's about giving you more choices about how you do the right work, in the right place, at the right time. It offers a mix of working remotely at home and working in an office environment. Where, when, and how you choose to work might depend on the task you are doing and the kind of role you have.

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Key Principles of Hybrid Working

- It's based on trust. We trust you to choose the best times, places, and technology to match the work you do, your personal preferences and to balance this with your own needs and the needs of your team
- It is open to everyone who has a suitable role regardless of how long they have worked for Music Tribe. This also includes contractors and temporary agency workers who are working for us
- Physical presence does not equal great performance. Your performance will be evaluated on the impact you have and the outcomes you deliver
- We commit to making sure that you have the right technology and equipment to support you to work in this way
- Hybrid working should not impact the level or quality of service to customers or your colleagues
- We know that there might be times when being onsite is crucial, such as when you first start working at Music Tribe or have started a new role. At these times we would encourage you to make the most of visiting an office to familiarize yourself with the facilities and onsite support we have available

Please refer to our [Music Tribe Hybrid Working Policy](#) for further details.

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Time-Off

Music Tribe values time off work as much as work itself.

Your entitlement is stated in your Employment Offer, plus, Statutory Bank and Public holidays. Holidays can be taken as weeks or single/half days. Half day holiday is the smallest holiday booking you can request.

- [Holidays](#)
- [Sickness and Absence](#)
- [Appointment](#)
- [Compassionate Leave](#)
- [Bank and Public Holidays](#)

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Holidays

Leaves should be regulated and are subject to Music Tribe Policies. The following guidelines must be strictly observed:

1. All leaves must be properly authorized via the Leave Management System.
2. For an annual leave of more than 5 days, your Leader should approve your leave request two weeks before your planned leave. Availing annual leave without approval in the system is considered an unauthorized absence and will be subject to salary deduction and appropriate disciplinary action.
3. If you want to shorten or extend your approved leave, cancellations or requests should be submitted via the Leave Management System.
4. Any unexplained or inexcusable absence will be regarded as neglect of duty and may subject you to appropriate disciplinary action.



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Sickness and Absence

If you are sick or injured, then you must notify your Leader and the Heart Division immediately on the day of your absence.

- If possible, this should be done via the Leave Management System
- When permitted by local law, if an absence occurs for more than one (1) day, you will need to provide a medical certificate upon returning to work otherwise the absence will be considered an unpaid leave due to lack of supporting documents

Appointments

Routine medical/dental/optician appointments should normally be made outside core time/shift hours. When circumstances do not allow this, absences must be approved by your Leader.

Request time off

Leave type

Annual

Start date

12/18/2020

End date

12/18/2020

Dates

+ Split day

Remove

Day	Date ↑	Amount
Friday	Dec 18	Full-day

Attachments



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Marriage Leave

Everyone is eligible for three consecutive working days of paid Marriage Leave on their first legal marriage. Marriage Leaves should be taken within a month before or after the solemnization of your wedding. This benefit is granted only once during your time with the Tribe.

Examination Leave

If you are taking Music Tribe sponsored courses or non-sponsored courses relevant to your work, then you are entitled to three consecutive days of examination leave per year provided that you support your leave applications with proof, such as an examination schedule, two weeks in advance.

Compassionate Leave

Everyone can take a paid Compassionate leave of 3 days in case of the death or serious illness of an immediate family member which may be a spouse, domestic partner, child, sibling and/or parent.

Request time off

Leave type	Start date	End date
Annual	12/18/2020	12/18/2020

Dates

+ Split day Remove

Day	Date ↑	Amount
Friday	Dec 18	Full-day

Attachments



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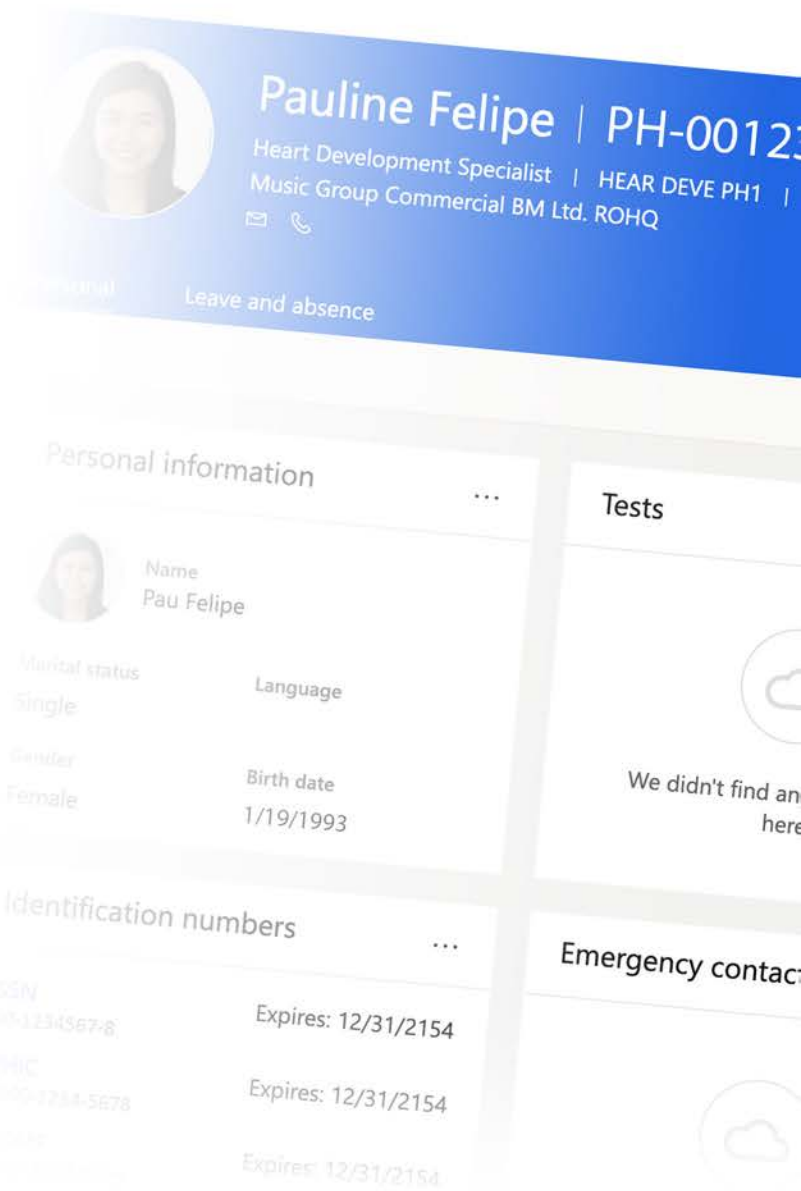
Personnel Records/References

The Heart Division should be able to rely on up-to-date personnel records such as addresses, contact numbers, qualifications and other applicable data for professional purposes. To do so, you have the responsibility to inform the Heart Division of any change in your personal details or circumstances to ensure that individual records remain up-to-date.

References requested by potential Tribers, banks, building societies, etc. will only be provided by the Heart Division with your consent.

The information we hold will, in most cases, be for our management and administrative use only; but we may, from time to time, need to disclose your information to relevant third parties (e.g. where legally obliged to do so by Government agencies or where requested to do so by Tribers for providing a reference).

We will also, as required by law, keep some personal information after you leave the business.



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Bank and Public Holidays

We observe all statutory public holidays and any other holidays as granted by local laws and shall compensate you on such days as per local rules.

You are not normally required to work during Bank and Public Holidays. However, should exceptional circumstances require you to work on a Holiday, you will be paid based on applicable local laws.



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Triber Benefits

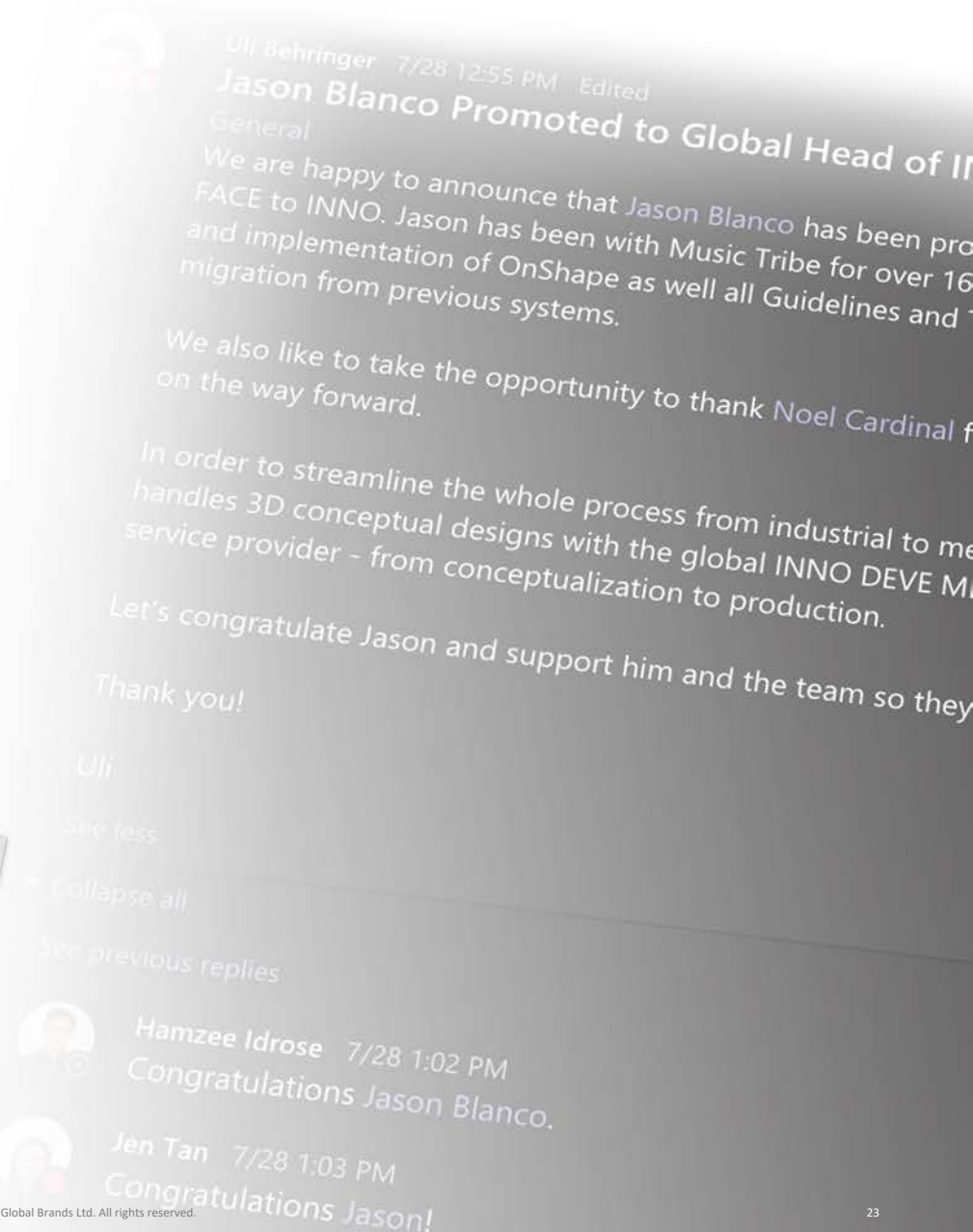
Triber benefits will be specified in the Employment Offer and the Triber Service Manual if applicable.

Promotion

- You may be promoted within Music Tribe when job openings are available
- You are given a promotion when you have a good track record and outstanding performance. This is to give recognition to your significant contribution to Music Tribe, as well as in response to filling a posted job opening that is higher than your current role and responsibilities



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Transfer of Position

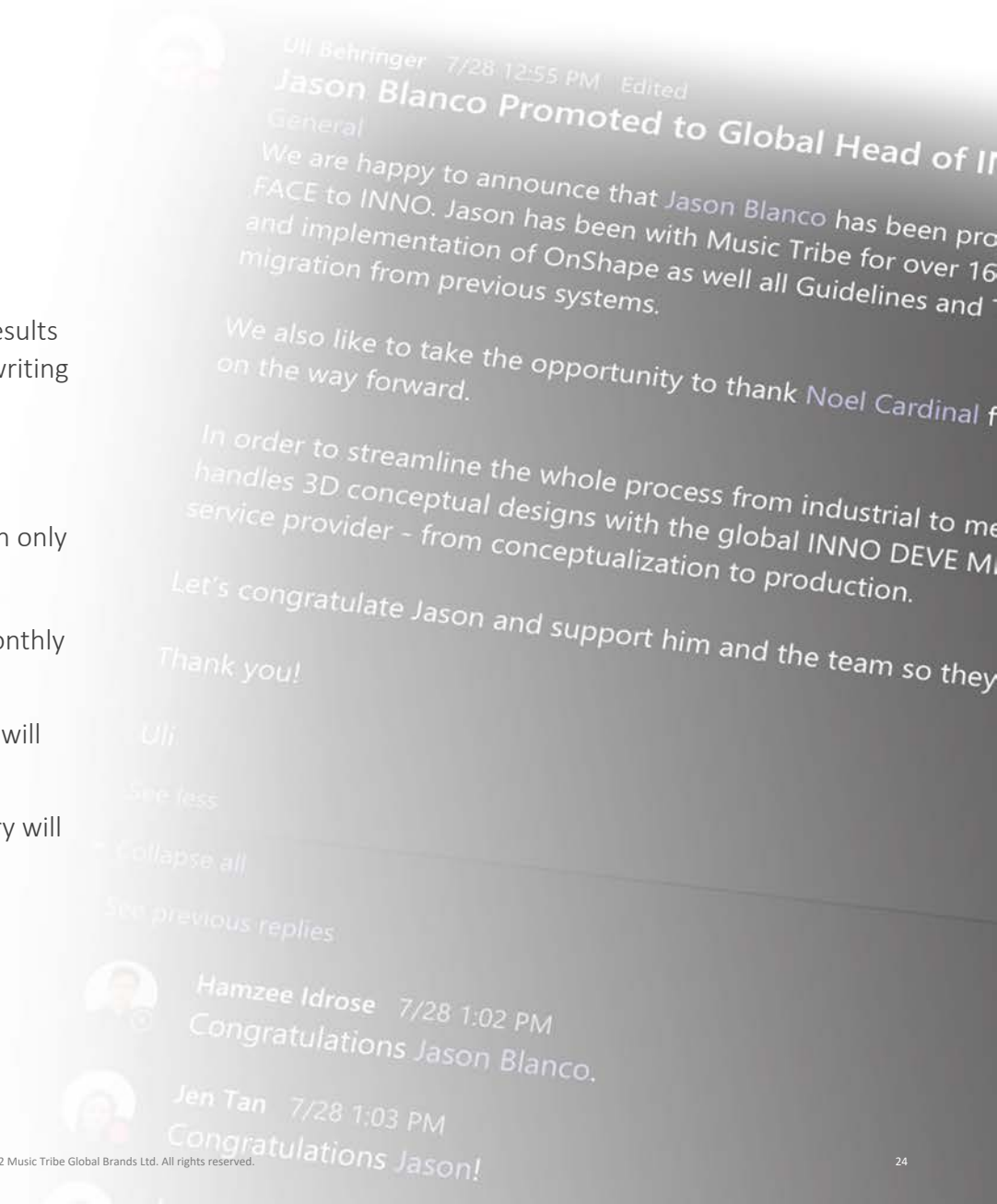
- You may be transferred to another position within Music Tribe, based on position availability, your qualifications, experience and capabilities
- If you accept a transfer, this means you also accept any change in functions, salary and/or work location that results from such transfer. Any changes shall be confirmed in writing

Acting Appointments

You may be temporarily appointed to assume the responsibilities of a higher-level position. Appointment can only be in effect for a maximum of six (6) months.

- You may receive an acting allowance of 10% of your monthly salary at the sole discretion of Music Tribe
- Once you are relieved of the acting role, the allowance will be withdrawn
- If you are subsequently appointed to the position, salary will be subject for review

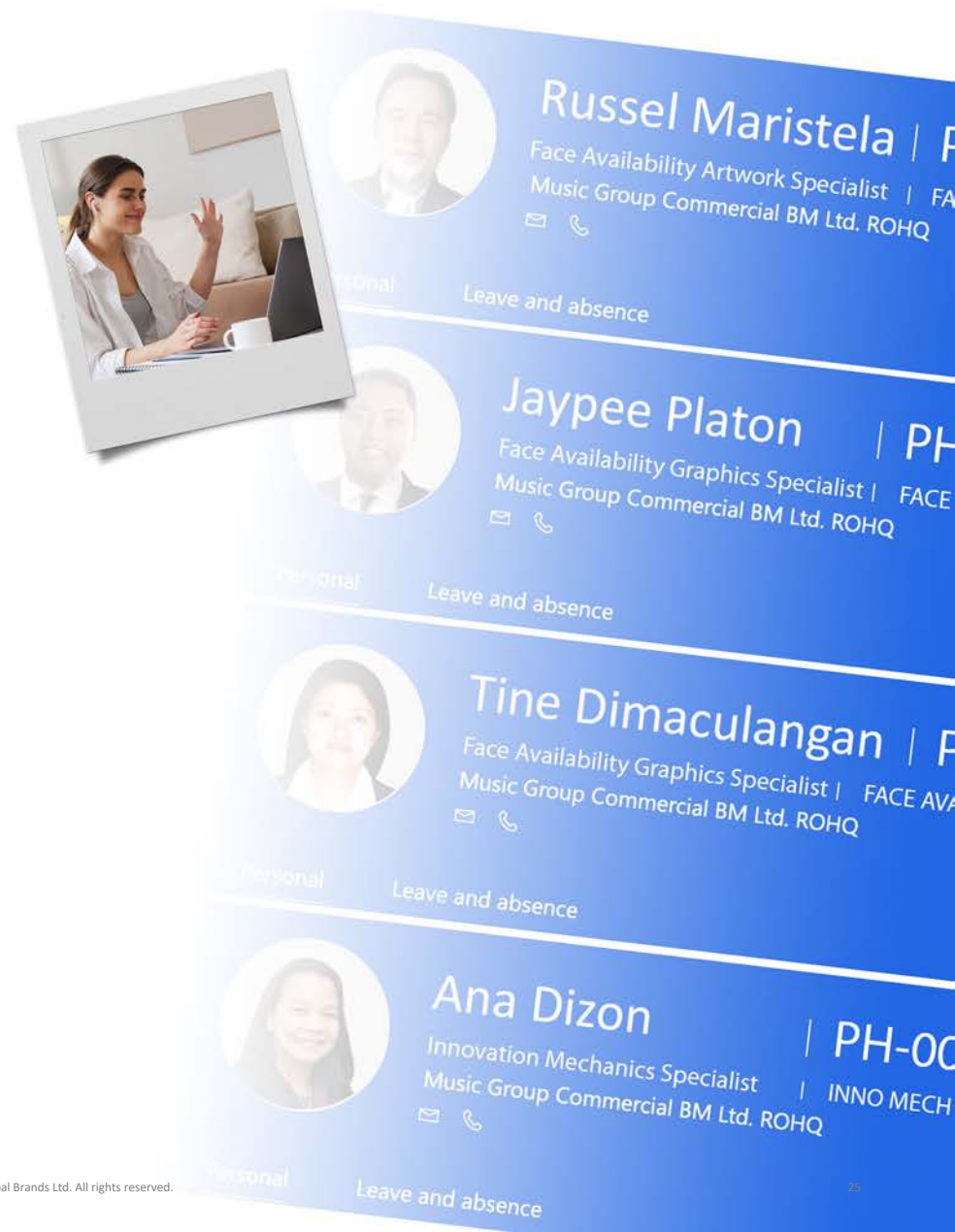
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Corporate Restructure

As long as there is no diminution in pay or other benefits at the time that there is a corporate restructure, you agree to release, discharge and waive any and all actions, causes of action, sums of money, liabilities, damages, claims and demands of any nature, against Music Tribe by reason of or arising from any form of corporate restructure or reorganization such as but not limited to mergers, acquisitions, transfers, and identity changes.

You agree to waive any objections to a change of job title determined by Music Tribe to be necessary or appropriate in the event of a corporate restructure or reorganization; provided, that such change of job title shall not imply any change in the nature of the job or to any other terms/benefits.



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Rehiring Former Tribers

We consider a Triber who rejoins as a new hire. Therefore, we will not consider previous tenure in the computation of the Triber's benefits.

We will hire the former Triber under a new compensation package. The probationary period shall apply to the said Triber unless stated by local law.

The criteria for rehiring a former Triber shall be as follows:

- At least one (1) year of previous service.
- Justification for rehiring by the hiring Leader.
- Past work performance.
- Inadequacy of qualified external candidates.



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Employing Relatives

We believe that business and professional relationships should remain separate from personal and family relationships. Therefore, to prevent actual or the appearance of conflicts of interest, we generally will not employ any of your relatives.

For this policy, a “relative” includes your spouse, domestic partner, parents, children, siblings, aunts, uncles, nephews, nieces, cousins, grandchildren and grandparents or any other relative within the fourth degree of consanguinity.

Under certain circumstances, it may be necessary to employ relatives.

We will permit such employment only if:

- a. Neither Triber is subject to the supervision or management of the other.
- b. The working relationship will not create a conflict of interest or the appearance of favoritism.

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Employing Relatives

If you and another Triber become related (typically by marriage or a substantially similar relationship) or begin dating or become involved in an intimate relationship and their continued employment might or does create a conflict of interest or the appearance of favoritism, one of you may be transferred to another available and suitable position.

We also reserve the right not to employ relatives (including those in dating or other similar relationships) of officers or other senior officers of our competitors, major suppliers or government agencies that regulate our business, where such a restriction is a reasonable step towards avoiding the conflict of interest or the appearance thereof or to protect confidential information.

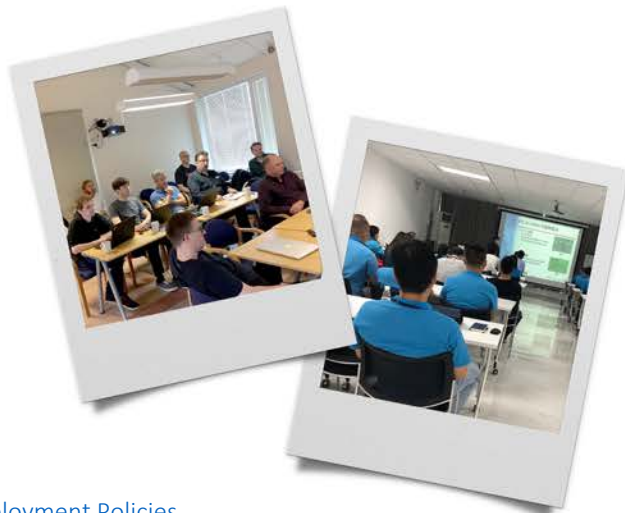


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Training

We believe that our most valuable resource is you. Our continued success depends upon having highly motivated people like you with the proper skills in the right job at the right time. We recognize the need to offer everyone a clear path of progression within the business and will work with you to establish your aims and future potential.

If a training course is required, you should discuss suitable training opportunities with your Leader.



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Everyone is subject to the Sustainability Environment, Health and Safety (EHS) Policy.

Policy

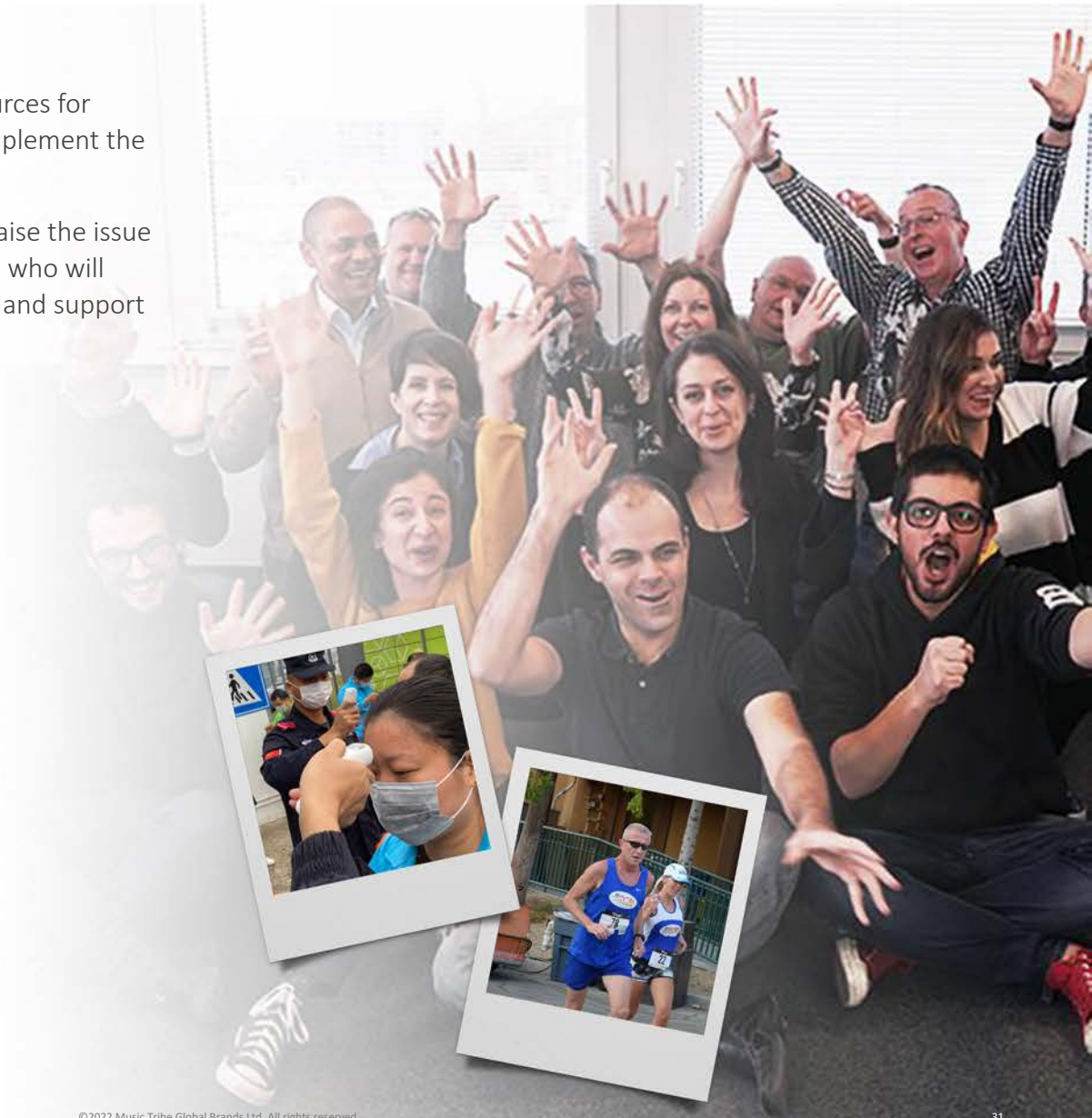
We are committed to protecting your health, safety and welfare. We further recognize that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

- The Policy applies to everyone in Music Tribe. Leaders are responsible for implementation and need to pay special attention to potential risks that could cause work-related stress in their team
- Stress is defined as the adverse reaction people have to excessive pressure, which can be positive if managed correctly, but can otherwise be detrimental to one's health. It can be due to excessive workload, unreasonable expectations or overly-demanding work colleagues
- Music Tribe will identify workplace stressors and conduct risk assessments to eliminate them



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- Training in good practices and adequate resources for Leaders will be provided to enable them to implement the policy effectively
- If you have concerns over stress, you should raise the issue initially with your Leader or the Heart Division who will follow up on the matter with specialist advice and support or refer you to counselors/specialists



Information Security

We have a duty of care to ensure that the confidentiality of all customer information and Intellectual Property Rights (IPR) are preserved, and that information of national security is protected.

Effective measures will be taken to ensure that all confidential security requirements are met and that confidential assets are protected from unauthorized disclosure, loss, theft, accidental damage or destruction.

- Any unauthorized disclosure that is made in violation with the provisions of this policy and the global data privacy policy shall be fully investigated
- We shall ensure that it maintains the confidentiality of all customer information and IPR, and that all customer-supplied materials and information are protected from loss or damage
- All documents, design information, software or data containing government sensitive information shall be handled, stored, controlled and protectively marked

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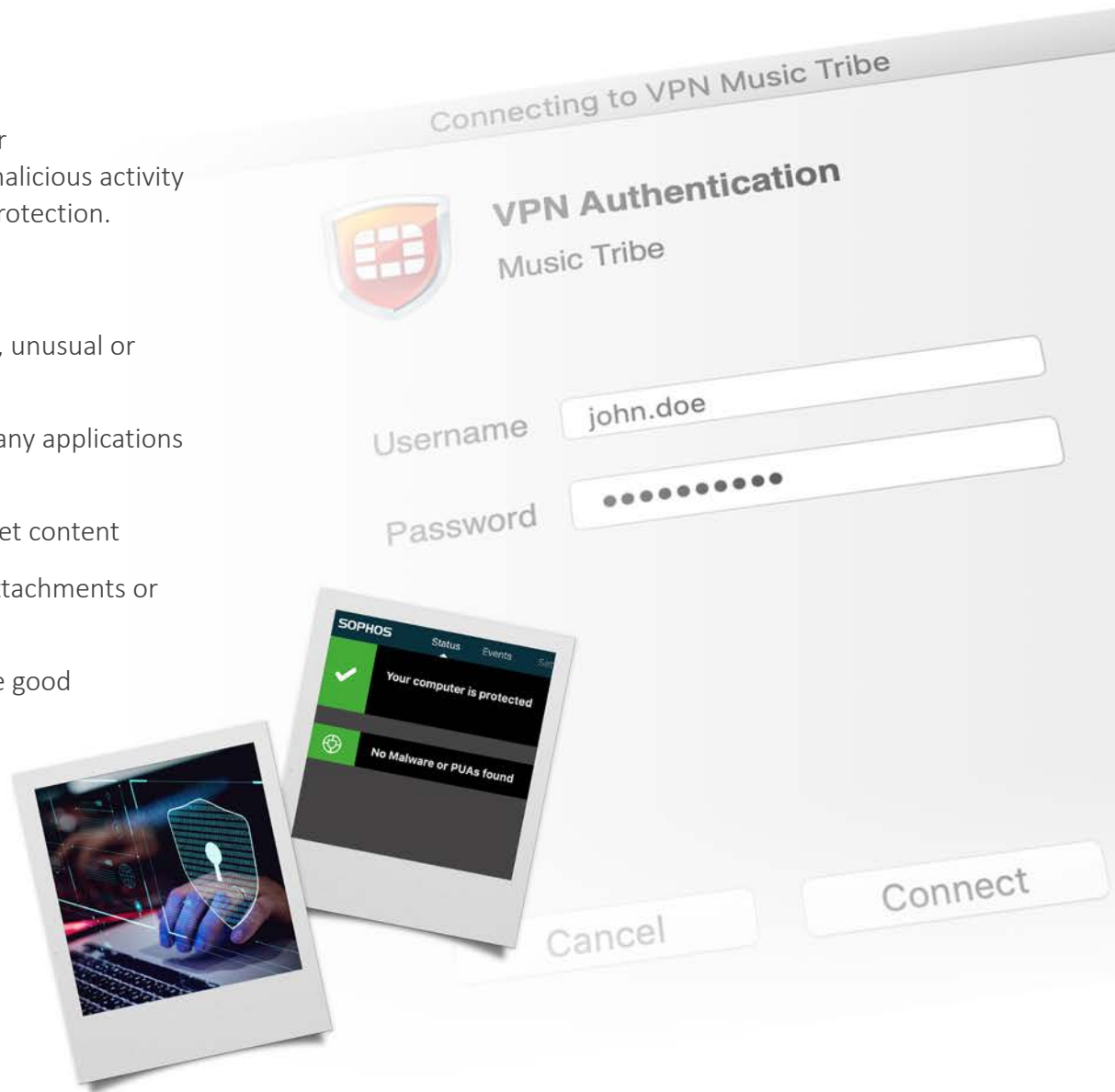


Cyber Security

We follow industry standards for protecting our IT systems. We monitor our IT equipment for malicious activity while always looking for ways to improve our protection.

Music Tribe's golden Cyber Security rules:

- Report it – If you notice anything suspicious, unusual or something that doesn't feel quite right
- Never install any software – DIGI will install any applications and updates your machines require
- Be aware of malicious emails and the Internet content
- Be careful when clicking on links, opening attachments or providing any information online
- Be careful with your passwords – Always use good strong passwords, never share them or write them down



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Copyright and Other Intellectual Property (“IP”) Rights

“Intellectual Property (IP)” includes trademarks (whether registered or unregistered), patents, design, design rights, utility models, copyrights, pending applications for any of the foregoing, the rights to apply for them in any part of the world, discoveries, creations, inventions or improvements upon or additions to an invention, confidential information, know-how, any research effort relating to any of the above mentioned, business names (whether registrable or not) and any similar rights in any country.

Assignment of IP Rights

We shall own the entire right, title and interest in all intellectual Property you create during your employment, or otherwise arising from your employment with Music Tribe.

You agree to execute all documents necessary for the filing of applications for trademarks, patents or any other registrations which protects the Music Tribe’s rights to the IP, including without limitation, any necessary assignments.



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Unauthorized Use of IP

You shall refrain from using your, or Music Tribe's, affiliated subsidiaries or partners, any inventions, computer programs and corresponding documentation or any other licensable products that were purchased, licensed or obtained in any way from a third party without first informing us or giving us an opportunity to inspect such works.

Any information received by or communicated to you from or by Music Tribe, its parent Music Tribe, any subsidiary, or other affiliated Music Tribe remains, at all times, the sole property of the Music Tribe, its parent Music Tribe, any subsidiary, or other affiliated Music Tribe, respectively.

You may not reproduce any part of the information or materials in any form or manner (including saving electronically in your personal storage medium) without written authorization from us.



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No Conflict of Interest

During the term of the Employment, you shall not, directly or indirectly engage in any work (whether paid or gratuitous) or business (whether as owner, partner, consultant, employee, agent or otherwise), that is substantially competitive with the business of Music Tribe, or that will put you in actual or potential conflict of interest with Music Tribe.

In discharging your duties to Music Tribe, you shall always act in good faith and in the interest of the Music Tribe.

If we reasonably believe that a conflict of interest arises in regard to your circumstances, you may be asked to choose either to discontinue the other engagement, or to resign from Music Tribe immediately.



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Non-Disclosure

“Confidential Information” refers to any information received by or in any way communicated to you, whether from or by any other Triber or officer relating to the affairs of Music Tribe, including, but not limited to, any information on operations, procedures, technical capability, financials, budgets, plans, licenses, suppliers, customer profiles, costing and pricing, market opportunities, customer lists, supplier lists, strategies, business data and analyses, and trade secrets, that is identified as confidential or is by its nature obviously privileged or confidential.

Duty to Protect Confidential Information

During the employment, you shall treat as strictly confidential all Confidential Information that which you obtain knowledge of during the Employment.

You may only use the Confidential Information solely for the purpose for which it is communicated to you in the performance and discharge of duties.

You shall store and secure the Confidential Information in such a way as to restrict access and prevent unauthorized access.



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Return of Documents

You shall at any time during the Term and/or upon expiration or termination of your employment, upon request, return to Music Tribe all documents and data carriers in your possession which relate to Music Tribe or to any of Music Tribe's affiliated entities. Such documents and data carriers shall include: notes, reports, memoranda, records, files, drawings, protocols and other similar documents (as well as copies or other reproductions thereof).

You shall also ensure that any soft copies of the Confidential Information are completely deleted and purged from your computer after the files have been reproduced/transferred.

Your obligations of confidentiality shall survive the termination of your employment by Music tribe for a period of ten (10) years. You shall continue to keep the Confidential Information confidential even after the period of employment, except with respect to such information that ceases to be Confidential information.



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Anti-Bribery

We adhere to the best practices in corruption prevention in all our dealings and corrupt or corruptive practices are not tolerated.

Gifts and Hospitality

Music Tribe absolutely prohibits giving or receipt of gifts, hospitality or other expenses which could influence or be perceived to be capable of influencing a contractual or material transaction. You should not initiate an exchange of gifts, nor an offer of hospitality unless approved to do so by your Leader. The provisions includes, but are not limited to any of the following acts:

- Corporate Hospitality
- Facilitation Payments
- Political Donations
- Charitable Contributions



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Non-Disparagement

Everyone must acknowledge that any disparaging remarks concerning Music Tribe's actions, or perceived omissions that would disparage or cast doubt upon the business acumen or judgment of Music Tribe may constitute a breach of their loyalty obligation.

Throughout your employment with Music Tribe, and for a period of ten (10) years after termination thereof, you shall not make any written or oral statement that may defame, disparage or cast a negative light so as to do harm to the personal or professional reputation of (a) Music Tribe or its affiliates, parents or subsidiaries (b) their Tribers, members, managers, directors or trustees or (c) the products or services being provided by Music Tribe or its affiliates, parents or subsidiaries.

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As a member of Music Tribe, you must conduct yourself professionally and with integrity. Remember to always consider your fellow Tribers as well as the reputation of Music Tribe. It's important to note that these guidelines also apply whether you're physically in the office or not.

When in doubt, ask the Heart Division or your Leader for guidance.



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You may be subject to disciplinary action for inappropriate or unprofessional behavior such as:

1. Verbal or physical harassment of anyone including but not limited to, co-Tribers, employees of vendors, partners, customers or guests at an event site. This includes harassment for reasons relating to age, race, gender, personal beliefs or sexual orientation.
2. Any activity that negatively affects or may negatively affect Music Tribe's interests or reputation. These activities include but are not limited to, disclosure of Music Tribe confidential information, theft, fraud, corrupt practices, conflicts of interest, etc.
3. Serious violations of safety rules that pose risks or result in personal injury or damage to the property of Music Tribe or its Tribers.
4. Carrying a firearm of any kind while inside the building or leased space, on Music Tribe property, inside a Triber-owned vehicle or while conducting business on or offsite.
5. The use of abusive/threatening language when communicating with co-Tribers, customers or vendors, partners or guests.
6. Fighting or provocation that could lead to fighting.
7. Deliberate damage or misuse of Music Tribe property (e.g. surfing the internet for illicit content).

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8. Falsifying or misrepresenting Music Tribe records such as expense reports, qualifications, medical certificates and personnel records.
9. Misappropriating Music Tribe's funds or asset.
10. Misrepresentation or breach of confidentiality, including disclosure of restricted information to third parties or other Tribers.
11. Slanderous comments, distribution and publication of libelous or defamatory literature relating to Music Tribe or co-Tribers.
12. Breaching the terms stated in the Employment Offer, particularly those pertaining to confidentiality and non-competitive clauses.
13. Removing or using Music Tribe property for reasons other than Music Tribe business without prior permission.
14. Any attempt to gain or allow fellow Tribers unauthorized access to email accounts, restricted areas of Music Tribe's network or to Music Tribe's restricted areas.
15. Allowing non-Tribers access to Music Tribe's premises without formally registering them as visitors with the reception or security.
16. Lending a security access card to another person, including another Triber with intent to gain unauthorized entry into Music Tribe premises.

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17. Possession of illegal drugs, or unauthorized possession/consumption of intoxicating liquor on Music Tribe premises.
18. Insubordination, deliberate disregard of instructions, willful refusal to perform assigned work or failure to follow work-required procedures.
19. Concealment of a co-Triber's misconduct.
20. Repeated tardiness and/or absenteeism.
21. Engaging in personal financial dealings with any of Music Tribe's business associates resulting in a position of conflict with Music Tribe.
22. Immoral or indecent conduct.

The list is non-exhaustive and Music Tribe reserves its rights to qualify other actions as subject to disciplinary action for inappropriate or unprofessional behavior.



No Smoking

We follow all smoke-free regulations. Smoking is only allowed in designated smoking areas.

Alcohol and Drug Use

Alcohol and drug use poses a serious threat to personal health, workplace safety and job performance. We strictly prohibit everyone from possessing, selling, manufacturing, consuming or being under the influence of alcohol and/or illegal drugs (this also includes over-the-counter drugs) while at work or in ways that may affect performance or Music Tribe's reputation.

If you need to take prescription medications, be sure to check with your doctor if it will affect your performance at work. If your medication is impairing you in any way, tell your Leader so you can make the proper arrangements.

If you are having trouble with drugs or alcohol, we encourage you to contact the Heart Division so you can be pointed to helpful resources before the alcohol or drug use affects your work performance.



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We may also require you to go through drug and alcohol testing.

We will impose disciplinary action, which may include termination of employment in the event of:

- The violation of this policy
- Positive test results
- Refusal or failure to submit to testing when requested to do so
- Refusal to cooperate in the testing processes
- Tampering with any sample or other part of the testing process

Behavior Outside Work

While Music tribe understands that it has no jurisdiction on your time outside of working hours, it is important that as a Triber you avoid actions that may result in the following:

- The disrepute of the Music Tribe brand or name
- Negative publicity
- Loss of faith in Music Tribe which results in cancelled orders
- Damage to the integrity of the Tribers



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We will evaluate the damage suffered and determine the appropriate disciplinary action.

You may be dismissed if your actions cause extreme embarrassment or serious damage to the reputation or image of Music Tribe.

We shall take disciplinary action after conducting an investigation. If necessary, you may be suspended during the investigation period and may receive a regular salary when local law requires. The rules and procedures covering disciplinary hearings and appeals will apply.

Expenses

We will reimburse all business expenses reasonably and properly incurred if VAT receipts and expense claims are submitted per the Travel and Expenses Policy.

If you change bank details, it is your responsibility to update your personal information accordingly.





Communications

Internal communications are intended for you only within Music Tribe and should not be circulated outside the business. This includes communication given in any form (e.g. verbal, email, written communication, etc.).

If there is no marking provided, then it should be assumed and treated as internal. We may not have the customer's permission to circulate project details to third parties as it may contain sensitive information. The sharing of communication could result in reputational damage and provide competitive advantage to a competitor.



External Relations

If you receive an enquiry from the media or even if you just suspect that you are speaking to a member of the press, you must refer them to your Leader and receive Music Tribe's approval. This is to ensure that the question is dealt with effectively and accurately to protect the image of Music Tribe.

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Showing appreciation for your efforts is very important to us. After all, what would we be without you?

- [Triber Referral](#)
- [Spot Award](#)
- [Long Service Award](#)

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Triber Referral

The Triber Referral Program is to reward Tribers who refer a candidate(s) for a role at Music Tribe. You are encouraged to check open positions and consider your social networks as potential resources for referred candidates.

If Music Tribe successfully hires your referred candidate, you are entitled to a referral bonus of USD 500 (equivalent in local currency) per candidate upon completion of their probationary period.

All Tribers are eligible to participate in our referral program except for:

- C-Suite, Senior Leaders and Heart Tribe
- Hiring Manager(s) for the positions for which they are hiring

Note: Hiring Manager(s) cannot refer anyone for a position for which they are directly or indirectly responsible. However, they can refer someone for a position that is in different department, office, division or function. This exception does not apply to Executive(s) and Senior Management.



Triber Referral Program

Guidelines:

1. The referral program is open for approved vacancies where no external agencies or contractor fees are involved.
2. Where a candidate is referred by two or more Tribers, the referee who first submitted the candidate shall be granted the referral bonus in the event of successful appointment and conditions met.
3. Referrers are still eligible for rewards even if a candidate is hired at a later time or gets hired for another position. (referral ownership period 6 months).
4. The referral bonus shall be paid upon successful completion of the candidate's probation period and be remitted via standard payroll account.
5. You must be employed at the time your referral has completed the probation period and is not serving out a resignation notice at the time of the award.
6. There is no cap on the number of referral(s) a Triber can make in a year or during his/her duration of service.
7. Costs incurred through the program will be charged to the hiring division where the appointment takes place.



Triber Referral Program

Who can be referred?

We have two conditions for candidates who can qualify you for our rewards. They should:

- Have not applied to Music Tribe for at least a year
- Be hired in permanent full- or part-time employment (not as temporary employees or contractors)

Exclusions:

- An intern who has completed his/her internship journey in Music Tribe
- A consultant, vendor or contractor engaged with Music Tribe past or present
- An ex-Triber (resigned or terminated for cause or separated from employment due to redundancy or completed the contract duration)
- Family members (direct or indirect) of the existing Triber



Bonus Program

The conditions for the entitlement to an annual bonus is set annually at the sole discretion of Music Tribe.

You will not be entitled to any annual bonus in the event that on the date of the release by Music Tribe, you have resigned or are serving notice from either a resignation or from a termination.

As the bonus agreement and its terms are subject to change each year any such change shall not constitute a breach of the Agreement.

Spot Award

This award is meant to recognize, reward and promote outstanding individuals or team performances and positive behaviors that support individual, team and organizational goals and objectives.

Guidelines:

- The recommended cash Spot Award may be 5%, 10%, to a maximum of 20% of your monthly salary
- To be eligible for this award, you must be on active payroll and should not be serving the “Employment Termination” notice period at the time when receiving the Spot Award
- Associated taxes should be shouldered by you

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Long Service Award

This Long Service Award is meant to acknowledge and recognize your continued service and loyalty to Music Tribe.

Guidelines:

- The Long Service Award is granted to you on your 5th anniversary and every 5th year thereafter
- The Long Service Award is based on a percentage of your annual salary. Five (5) service years will grant 2.5% of your annual salary as cash award. Ten (10) years and above will grant 5% of your annual salary
- To be eligible for this Long Service Award, you must be on active payroll and should not be serving the “Employment Termination” notice period at the time when they are to be granted the Long Service Award

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We encourage you to consider a long-term career with the organization. We shall observe local laws for termination and comply with legally required procedures on voluntary and involuntary termination. The Heart Senior Leader must approve all involuntary terminations.

Notification

- The Leader is responsible for notifying the Heart Division of your resignation upon receipt
- The Leader is also responsible for arranging a possible replacement and handover

References

We will provide factual references for past Tribers on request from potential or new employers.



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Termination/Unsatisfactory Performance

We may provide coaching and/or counseling to you if your performance and/or work attitude is constantly below satisfactory level. If after coaching and/or counselling it was determined that there has been no improvement in your performance, Music Tribe has the right to terminate your employment for your neglect of duty.

Music Tribe will terminate your employment only upon approval by the Heart Senior Leader.

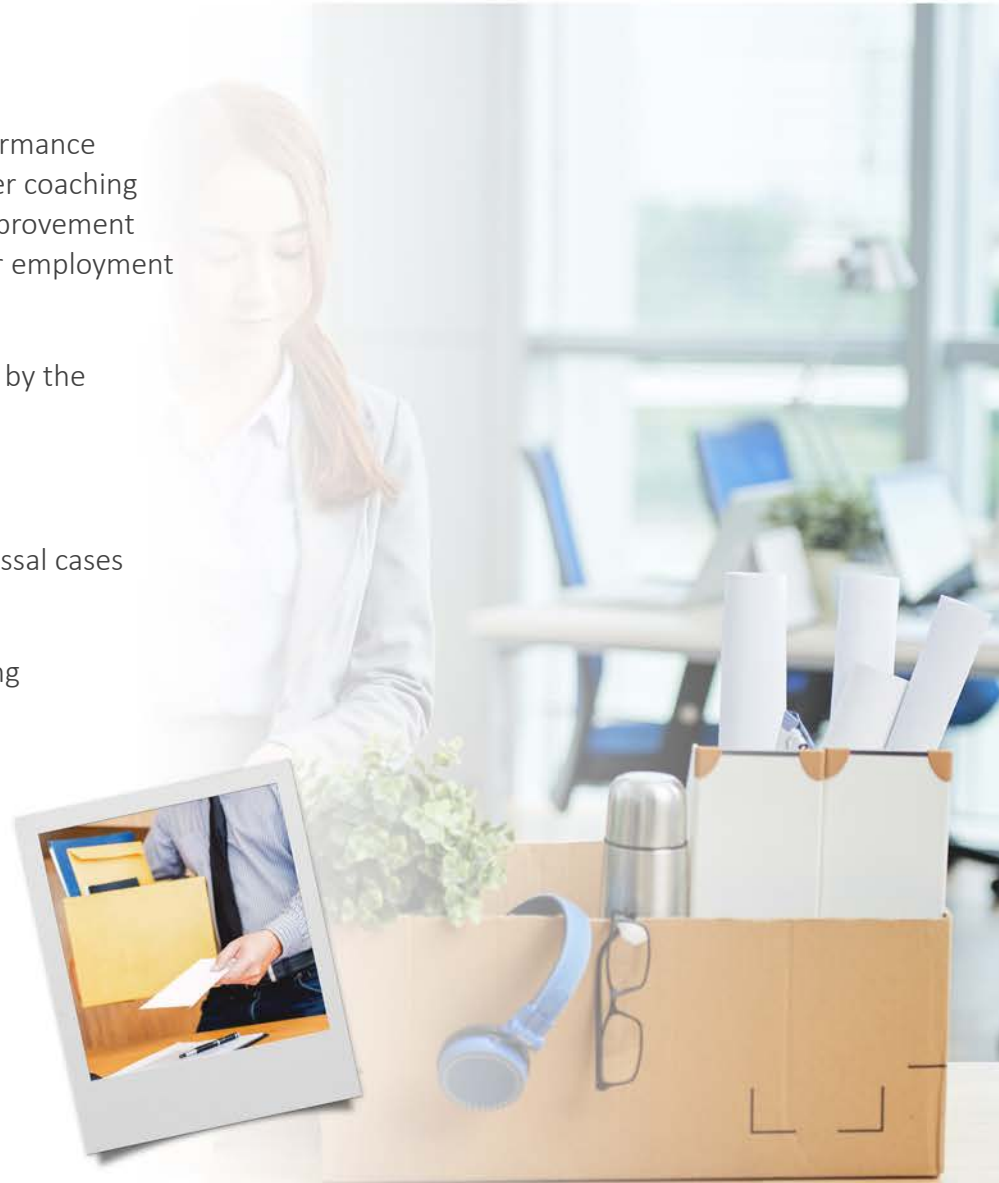
Dismissal

We regard dismissal as a serious management decision. All dismissal cases must be approved by the Heart Senior Leader.

We may dismiss you if your actions are within any of the following circumstances:

- If you are guilty of any gross neglect, willful disobedience to lawful orders or serious misconduct in connection with or affecting the business of Music Tribe or any of its affiliates
- In the event of any serious or repeated breach
- Your non-observance in a material respect of any of the stipulations contained in the Employment Offer or Music Tribe's policies
- Commission of a crime against Music Tribe and its affiliates

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Notice

All notices shall be in writing. We shall observe local laws in determining the required notice periods for termination.

If you leave Music Tribe without giving the required notice and, consequently, the business incurs additional expense(s) from covering your duties during the notice period because of your failure to report for work or to accomplish required tasks, We may deduct these costs from your final pay.

Any extension of the periods of notice by statutory or any other provisions in favor of one party shall also be deemed to be agreed by you and Music Tribe.

If you are terminated due to redundancy, retrenchment or any of the authorized causes provided by law, you will receive the required notice as provided by law.

If you are dismissed for gross misconduct or any of the just causes for termination, you will no longer be entitled to a notice period.



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Confidentiality and Clearance

You shall return all documents, materials, customer lists and property of Music Tribe to your immediate Leader on your last physical working day.

Any items you keep shall be disclosed and pre-agreed in writing with Music Tribe.

Your obligation of confidentiality shall still be enforceable even after termination of the Employment Offer.

“Garden Leave”

Upon written notice, We may place any Triber who has resigned or whose employment has otherwise been terminated on “Garden Leave.” We have absolute discretion to exercise this right.

While you are on “Garden Leave,” you will be paid your basic salary (subject to tax regulation). However, you shall remain at home and not report to the office premises unless otherwise required by the business.



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Final Salary

The Heart Division will inform you of any holiday which might be outstanding and which you will therefore be paid.

We reserve the right to deduct from your salary any amounts owed, including, but not limited to, training bonds, overtaken holiday or a benefit you may have signed up to.

If the amount you owe exceeds the amount you are due from Music Tribe, you will be expected to pay the balance on or before your last day of employment.



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Resolution of Grievances

Our goal is to ensure that your time with Music Tribe continues to be an enjoyable and rewarding experience. There may be occasional problems, misunderstandings or differences of opinions that may arise. When these cannot be settled by Tribers to their satisfaction, the “Resolution of Grievances” procedures must be followed.

This procedure is set to enable you to settle any concerns that you have about practices, policies or treatment from other Tribers. It is designed to help everyone to take the appropriate action in an atmosphere of trust and to produce a resolution where genuine problems exist.

If there is an outstanding grievance against you, we may suspend your full basic pay. If allowed by local law.





Resolution of Grievances

Stage 1	Review	You should discuss the matter with your Leader as soon as possible. Your Leader will carefully review the situation and give a verbal response to the problem, generally within five (5) working days following the discussion.
Stage 2	Resolution	If your Leader does not sufficiently address or resolve the grievance, you may write a letter-complaint to your Division Leader within fourteen (14) days from the time after you raised the grievance with your Leader. You shall furnish Heart Division a copy of the letter-complaint. Within seven (7) working days from receipt of the letter-complaint, your Division Leader and the Heart Leader shall invite you to a meeting to discuss the grievance. After this meeting, your Division Leader and the Heart Leader shall inform you in writing of its resolution regarding your grievance.
Stage 3	Appeal	<p>If you wish to appeal the decision reached at Stage 2, you must write within one (1) week to the Heart Senior Leader and state the reason(s) for your appeal. Within a reasonable time after receipt of your appeal, the Heart Senior Leader shall invite you to a meeting.</p> <p>After the meeting, the Heart Senior Leader shall discuss the result of the meeting with the Heart Leader and Division Leader and inform you in writing of the outcome of your appeal. Music Tribe shall make every effort to resolve grievance amicably. However, the decision in the Stage 3 appeal shall be final.</p> <p>During the investigation and discussion of the grievance, your employment status shall remain unchanged. The investigation and grievance procedure shall remain confidential.</p>

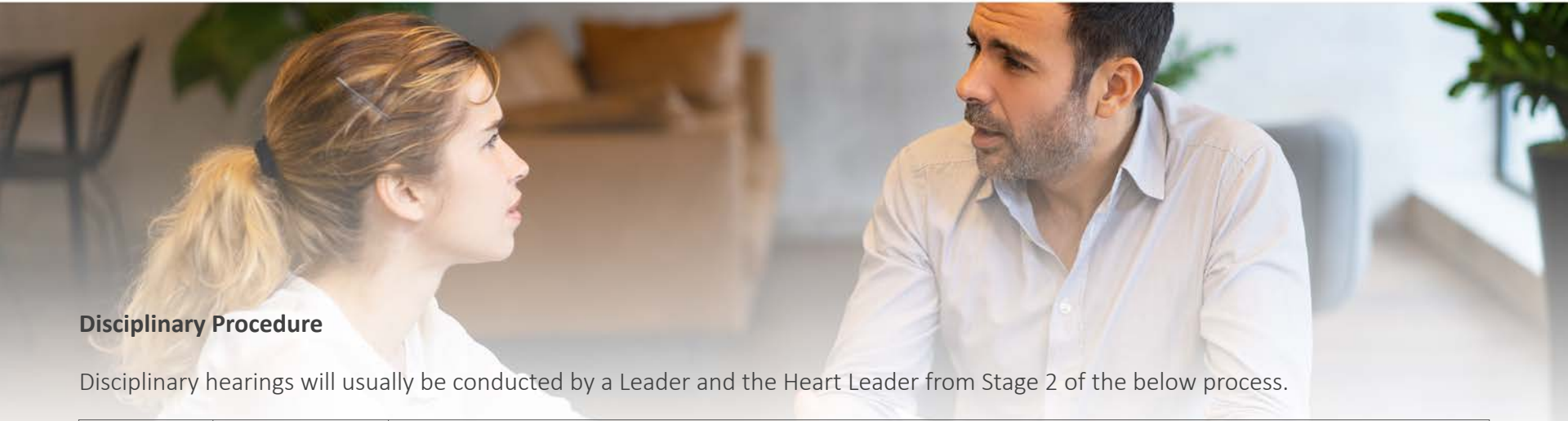
Disciplinary Procedure

To maintain a standard of efficiency within Music Tribe, it may be necessary to engage disciplinary actions if a Triber is acting in breach of their conditions of employment or the standards of conduct required by Music Tribe.

At all stages of the disciplinary procedure, you will:

- Be given a right to reply to all and any allegations made against you
- Be advised of the nature of any disciplinary action taken against you and the consequences of such actions
- Be advised of any improvement in conduct or performance required and over what time frame





Disciplinary Procedure

Disciplinary hearings will usually be conducted by a Leader and the Heart Leader from Stage 2 of the below process.

Stage 1	Verbal Warning	Should your conduct or performance remain less than satisfactory after an informal warning, the situation will be formally reviewed with your Leader, who will outline your alleged shortcomings and suggest a plan of action for improvement.
Stage 2	Written Warning	<p>If your conduct or performance does not improve in relation to the agreed improvement plan made at Stage 1 the situation will be formally reviewed by your Leader, the Heart Leader and you.</p> <p>Following this meeting, you will receive a letter from your leader recording the nature and outcome of the disciplinary meeting and a plan of improvement and deadline dates for achievement.</p>
Stage 3	Final Written Warning	<p>If your conduct or performance fails to meet the standards established at Stage 2, the situation will be further reviewed by your Leader, the Heart Leader and you.</p> <p>Following this meeting, you will receive a letter from your leader recording the nature and outcome of the disciplinary meeting. The letter will clearly state a plan of improvement and deadline dates for achievement.</p>
Stage 4	Dismissal	<p>If your conduct or performance fails to meet the standards established at Stage 3, the situation will be reviewed by your Leader, the Heart Leader and you. The decision to dismiss you must have the agreement of the Heart Senior Leader.</p> <p>The decision will be confirmed to you in writing and this letter will also confirm to whom any appeal should be made and details of the procedure to be followed.</p>

Misconduct

The following acts are examples of misconduct but does not form an exhaustive list:

- Poor timekeeping
- Unauthorized and unreasonable absence from work
- Failure to comply with Policies
- Failure to answer a question during a properly constituted investigation
- Minor violation of safety practices
- Improper use of Music Tribe funds or property

Gross Misconduct

In cases of gross misconduct, summary dismissal may be the only reasonable course of action for Music Tribe subject to local laws.



Grievance and Disciplinary Procedure

Appeals

Any appeal against disciplinary action or dismissal must be made to the Heart Senior Leader in writing within (5) five working days of the disciplinary action or dismissal.

Capability Procedure

The purpose of the Capability Procedure is to provide a process to address individuals who are unable to meet the requirements of their role due to insufficient skills, knowledge or motivation. Issues of capability relating to performance can include a general failure to reach required standards to do the job, the inability to manage Tribers, or general incompetence or inefficiency.

The objective of this procedure is to improve the individual's capability to a satisfactory level. It aims to provide a fair and consistent approach for the benefit of both individual and Music Tribe.



Informal Procedure

The informal process sits outside the Capability Procedure. Action to improve performance informally should include discussing the performance related issues with the individual and agreeing with them any support needed to reach the required standard and level of competence for the job.

An action plan with objectives to address these issues should then be jointly agreed and drafted with appropriate timescales.

If it becomes apparent that performance management via informal discussions and action plans is not enabling an individual to reach the acceptable standards of performance, then the formal Capability Procedure can commence.

In the capability procedure you may be accompanied by a fellow work colleague or Music Tribe representative at each stage of the procedure.





Formal Procedure

Stage 1	<p>Performance Action Plan</p> <p>Your Leader should give you notice in writing that the procedure is being used and that a meeting under the capability procedure has been arranged to discuss the issues and agree a performance improvement action plan.</p> <ul style="list-style-type: none">• Summary of the capability issue, possible causes and agreed solutions• Timetable for achievement of the plan including date of next review• Details of any activities or behaviors that will be monitored by your Leader• Details of any support that will be given to you (e.g. training) <p>At the end of the set timeframe for the action plan, a meeting is held to review progress. If you improved to a satisfactory level, then the procedure is ended.</p> <p>If improvements are not sufficient then the reasons for this should be discussed and if necessary, changes should be made to the action plan.</p> <p>If your Leader believes that the action plan is realistic and you have not achieved the requisite level of performance, then further support is needed, and you should progress to Stage 2.</p>
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Formal Procedure

Stage 2	Progress Review	<p>The aim of the review meeting is to discuss your progress and review how successful you have been in meeting the requirements of the action plan.</p> <p>If you improved to a satisfactory level, then the procedure is ended and shall be confirmed with you in writing.</p> <p>In the event that no improvement has been made then the reasons for this should be discussed with you. You are then required to attend a final meeting within the next 14 days.</p>
Stage 3	Resolution	<p>At the final meeting with your Leader, after hearing presentations from you and after considering the evidence of poor performance, your Leader will decide on appropriate action such as dismissal, demotion or other action which is judged to be appropriate (e.g. alternative work).</p>

Appeal Procedure

You have the right of appeal against any decision made at each stage of the procedure. Such an appeal should be put in writing to your Leader, within one calendar week of receipt of written notification of the outcome of the meeting.

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Bullying and Harassment at Work

We believe in cultivating a culture of passion and creating positive, life-changing experiences in the workplace where you can freely communicate with each other and work together to create something amazing.

We also believe that any form of harassment or victimization does not have any place at work. Harassment can be as extreme as violence or bullying to less extreme forms like practical jokes or making fun of Leaders, co-Tribers or subordinates.

Conduct becomes harassment if it persists after the recipient has made it clear that it is regarded as offensive, although a single offensive act can amount to harassment if it's so serious that it is obviously offensive towards the recipient. Any form of harassment is a potential disciplinary matter and may be considered as gross or serious misconduct.



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Outlined below are some examples of bullying and harassment:

Sexual Harassment

Sexual harassment is defined as unwanted verbal or physical advances, sexually explicit statements which have the effect of creating an intimidating environment.

Racial Harassment

Racial harassment is defined as conduct which is intended to cause, or has the effect of causing, physical or emotional harm or mental distress to a person for reasons of racial, ethnic or national origins or for reasons of color.

Bullying and Intimidation

Bullying and intimidation is defined as physical conduct ranging from the invasion of personal space to serious assault, verbal, written and email harassment through derogatory remarks, jokes, insults, offensive language, gossip and slander or open aggression, threats and/or shouting.

Anyone experiencing harassment should not wait until things become intolerable. Sometimes the person causing the harassment may not realize that his or her behavior is unwanted or unacceptable and in such cases the misunderstandings can be resolved quickly.



Complaints and Disciplinary Procedure

If you find yourself being harassed, bullied or see a fellow Triber in the same situation, inform the Heart Division. They will begin an investigation that may involve a meeting, so they can recommend a course of action. You can also be rest assured that it will not be taken against you or another Triber for making or supporting a complaint of harassment.

- Allegations that are proven to be malicious will be regarded as disciplinary offences
- Complaints and Disciplinary Procedures always follow the respective country's laws

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“Whistleblowers” refer to individuals who reasonably believe they have discovered an ongoing or potential malpractice or wrongdoing in the workplace (for example a criminal offense) and wishes to report or disclose the same to Music Tribe or another responsible person.

Whistleblowing occurs when you make a “qualifying disclosure,” in good faith, to Music Tribe or the relevant authorities about a dangerous or illegal activity. A “qualifying disclosure” is a disclosure of information which, in the reasonable belief of the Triber making it, indicates that one or more of the following six (6) types of malpractice has taken place, is taking place or is likely to take place:

- a. Criminal offenses
- b. Breach of legal obligations
- c. Miscarriages of justice
- d. Danger to the health and safety of any individual
- e. Damage to the environment
- f. Deliberate concealment of information about any of the above



Whistleblowing Policy

Legal protection is afforded to whistleblowers to protect them from being dismissed or subjected to some form of sanction because of the disclosure.

If you wish to make a disclosure in accordance with the provisions of this policy, you should make the disclosure in writing and send the same to the Heart Leader, who is the Tribe's designated whistleblowing officer.

Any disclosure that is made in accordance with the provisions of this policy shall be fully investigated.

In the event that you make a disclosure in accordance with the provisions of this policy, and it appears that the disclosure has been made in bad faith, we may treat this behavior as constituting misconduct under the Disciplinary Procedure.

It is Music Tribe's Policy as an employer to ensure that at every level of management, its business is conducted in such a way as to comply with all legal requirements that govern its activities. This policy applies to how Music Tribe employs and manages its Tribers. Music Tribe operates as a team and expects Tribers to all play their part as members of the team for the good of the business.



Whistleblowing Policy

There is no reason for you to believe that you will suffer any sanction or punishment for speaking up in the belief that something is wrong or that if Music Tribe is alerted to the issue, it will conceal or destroy evidence.

Reporting Wrongdoings

If you reasonably believe that there is inappropriate business conduct, you should raise the issues with your Leader in the first instance. If this is considered inappropriate, you should approach the Heart Senior Leader to arrange a confidential interview where the allegations will be recorded.

Harassment and victimization of any person who reasonably voices their concerns will not be tolerated and will result in disciplinary action.

Music Tribe also offers a Whistleblower Hotline which can be reached at hotline@musictribe.com.



Employee Privacy Notice

This notice describes how Music Tribe collects and uses personal information about you during and after your working relationship with us, in accordance with the data protection laws in the locations in which we operate.

This notice applies to employees, independent contractors, fixed term and project workers. This notice does not form part of any employment contract or other contract to provide services. We may update this notice at any time.

The Personal Information We Hold About You

Personal data, or personal information, means any information about an individual from which that person can be identified with. It does not include data where the identity has been removed (anonymous data). There are “special categories” of more sensitive personal data which require a higher level of protection.

We may collect, store, and use different categories of personal information about you including:

- Personal identification information: including name, gender, date of birth, photographs;
- Contact information: including your home address, email address, phone numbers, emergency contact details, next of kin information;

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The Personal Information We Hold About You

- Recruitment information: including CV, application forms, interview and/or assessment notes, results of pre-employment background checks, references, pre-employment personal profile assessment;
- Qualification information: including exam results, driving license;
- Information relating to your right to work: including passport information, visa details, immigration permissions, travel information;
- Financial/social security information: including salary, bank details, national Identification and insurance numbers and tax records, payroll records, tax status information;
- Employment records: including employment agreement, start date, any changes to terms, on boarding documentation, details of benefits and insurances, absences, working hours;
- Disciplinary and grievance records: including letters, notes of meetings, notes of investigations, decisions and appeals;
- Performance and development information: Including probation reviews, performance appraisals, objectives, Check In notes, training records, feedback and answers in D365 HR;

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The Personal Information We Hold About You

- Information relating to your physical or mental health: Including absence records, medical reports, sick notes, correspondence with medical advisers including occupational health, accident records, medical insurance arrangements or benefit arrangements;
- Trade union information: including any trade union subscriptions deducted from your pay, time off for trade union activities;
- Information about activities outside work where time off is required: including jury service, reservist activities;
- Information relating to work done: including work-related e-mail correspondence, messenger correspondence, system notes e.g. D365 HR, Wrike, notes of meetings, Team messenger records;
- Family related information: including records of maternity/paternity/adoption/shared parental/parental leave and pay, details of time off for dependents, compassionate leave records, third party beneficiaries of (for example) death in service or retirement benefits;

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The Personal Information We Hold About You

- Equal opportunities monitoring information: Including information relating to your gender, age, marital or civil partnership status, race or ethnic origin, religion or beliefs, sexual orientation, disability, gender reassignment or pregnancy or maternity, education or caring responsibilities (not including anonymized information);
- Information regarding usage of our IT systems including: log in information, access to DIGI systems (including date and time of access), information regarding usage of internet and messenger systems, and emails and messages sent and received by you on our system (whether work related or personal);
- Information contained on any work device (including tablet or laptop): this information may be work-related or personal;
- Information captured on security systems: Including CCTV and key card entry systems;

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How We Use Your Personal Information

We process your personal information for the purposes of:

- Administering the contract we have entered into with you, including paying you and deducting tax and any statutory payments and providing benefits and incentives;
- Being able to contact you when you are not at work, or contacting you or your next of kin in an emergency;
- Ensuring that on recruitment/engagement, and on an ongoing basis, you are suitable and appropriately qualified for your role;
- Carrying out, and maintaining records of, immigration right to work checks;
- Investigating and/or addressing any disciplinary or grievance issues or concerns raised by or about you or a colleague;
- Managing your performance and being able to address any training or development needs;
- Assessing your fitness to work, and assessing any health-related reasonable adjustments needed for your working conditions;
- Complying with rights to family leave and pay, and rights relating to time off work (e.g. for trade union activities, public duties);

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How We Use Your Personal Information

- Operating the business day to day (e.g. by maintaining records of work-related information);
- Monitoring equality of opportunity and diversity in the business;
- Ensuring compliance with our IT policies and network and information security, and any other relevant employee policies;
- Protecting the business with security and entry systems

In most cases, we process your personal information because it is necessary for us to perform our contract with you or for us to comply with our legal obligations. In other cases, we may need to process your personal information for our legitimate interests namely: efficient operation of our business; maintaining standards of service for our clients; protection of our business; monitoring staff welfare; improving diversity.

We need to have additional grounds to process any information which falls within “special categories,” including health information, trade union information and information about race, ethnic origin, religion or sexual orientation, as well as criminal record check information.

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How We Use Your Personal Information

These additional grounds will usually be where this is necessary for complying with our legal or regulatory obligations or requirements, or for exercising our (or your) employment law rights or monitoring and improving equal opportunities.

In certain circumstances we may process special categories of personal information where it is needed in relation to legal claims, or in order to protect your interests where you are not capable of giving consent (for example if you fell seriously ill at work and we needed to provide information to medical advisers when you were unable to).

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

In limited circumstances, we may approach you for your written consent to allow us to process certain specific information, in which case we will provide you with full details and request your consent, at that time. It is not a condition of your contract with us that you agree to any request for consent from us, and you would have the right to withdraw consent at a later date if you wanted to.

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How is Your Personal Information Collected?

During the application and recruitment process we collect personal information either directly from you or from third parties including employment agencies, former employers, other referees, qualifications bodies, credit reference agencies or other background check agencies or publicly available information.

We also collect personal information on an ongoing basis during your employment/engagement, either directly from you, or sometimes from third parties such as clients or medical advisers.

If You Fail To Provide Personal Information

You may be required to provide some of the above information as part of your obligations under your employment contract. Whether or not you are required to provide information, if you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

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Who We Share Your Information With

We share your information with third-party service providers, where they reasonably require it to perform their obligations or in order to enable us to achieve the objective of our processing. The service providers include our: payroll provider; pension/retirement fund provider; employee benefits provider; insurance providers; training providers; corporate credit card provider; staff health checks provider; childcare voucher provider; background checking agents; recruitment agency services provider; HR Information System provider.

We may share your personal information with other third parties as required by law, or otherwise, for example in the context of the possible transfer or restructuring of the business, acquisitions, or with future employers or other organizations to whom you have given us as a referee.

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Transferring Information Outside the EU

Where needed in order to enable us to achieve the objective of our processing the data as described previously, we may transfer your personal information to third parties outside the European Economic Area. Where we do so we will only transfer your personal information to third parties outside the EEA if that third party (a) is situated in a country that has been confirmed by the European Commission to provide adequate protection to personal information, or (b) has agreed (by way of written contract) to provide all protections to your personal information as required by data protection legislation, or (c) where it is otherwise permitted by law.

How Long We Keep Personal Information

We will retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements and for as long as we have a business reason for doing so (for example, where we may need information in case of any future investigations or legal proceedings). Details of retention periods for different aspects of your personal information are available from Human Resources.

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Your Rights and Responsibilities

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us and keep relevant information up to date in D365- HR system.

You have the right to request us to:

- Give you details of your personal information and a copy of it (commonly known as a “data subject access request”);
- Correct your personal information if it is inaccurate;
- Delete your personal information in certain circumstances, for example where we no longer need the information;
- Stop, or limit, our processing of your personal information in certain circumstances, for example where you believe that we do not have a legal basis to do so;
- Send you, or another organization, certain types of personal information about you in a format that can be read by computer

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Your Rights and Responsibilities

You may also withdraw your consent to our processing your personal information, where our processing is based on your consent.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

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We Empower. You Create.