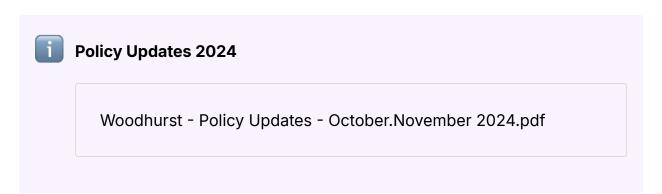


Our Policies and Procedures



Handbooks and Policies





Woodhurst Policies:

- 1. Absence Procedures, Rules and Pay
- 💢 2. Holidays
- 2 3. Maternity Leave and Maternity Pay
- 4. Paternity Leave and Paternity Pay
- 5. Shared Parental Leave and Pay (Birth)
- 6. Adoption Leave and Adoption Pay
- 7. Shared Parental Leave And Pay (Adoption)
- 8. Parental Leave and Neonatal Leave
- 9. Time Off For Dependents
- 10. Disciplinary Procedure, Action And Appeals
- 11. Grievance Procedure
- 12. Code Conduct
- = 13. Equal Opportunities And Diversity
- 14. Harassment And Bullying
- 👳 15. Health And Safety At Work
- 16. Alcohol and Drugs
- 17. Information Security And Technology
- **18. Social Media And Interaction**
- 9 19. Monitoring Policy
- 20. Redundancy, Short Time Working, Lay Offs

- 21. Public Interest Disclosure (Whistleblowing)
- 22. Anti-Slavery Statement
- 23. Data Protection, Retention And Destruction
- 24. Environmental Policy Statement
- 25. Health And Safety Policy Statement
- 4 26. Quality Statement
- 27. Woodhurst Risk Management Framework
- **28.** Sub-contractor Policy
- 29. Travel Policy
- **30. EMI Share Scheme Policy**
- 31. Referrals Policy
- 22. Workplace Nursery (WPN) Policy
- 33. Mental Health and Wellbeing Policy
- 34. Disaster Recovery Plan and Business Continuity Policy
- ▲ 35. Treating Our Customers Fairly Policy(TCF)
- 36. Tax Evasion Offences Policy
- 37. SARs Identification and Reporting Policy
- 38. Sanctions Monitoring Policy
- 39. Politically Exposed Persons (PEPs) Policy
- **40. Fraud Detection, Prevention, and Response Policy**
- 41. Competition Law Policy
- 42. Change Management Policy and Procedure

43. Anti-Bribery and Corruption Policy

44. Conflicts of Interest

45. Labour Standards Policy

POLICIES REVIEWED BY: MELISSA MUNNICH

UPDATED POLICY APPROVAL DATE: 4TH NOVEMBER

POLICIES APPROVED BY: LUKE CASEY

NEXT POLICY REVIEW DATE: 27TH OCTOBER 2025