Working Conditions Policy

Policy Statement

The Company is committed to providing a safe, healthy, inclusive, and productive working environment for all employees. This policy outlines the standards, expectations, and conditions of employment to ensure employees can perform their duties effectively while maintaining their wellbeing and dignity at work.

Scope

This policy applies to all employees, workers, contractors, temporary staff, agency workers, and visitors engaged by or working on behalf of the Company.

Working Hours

Standard Working Hours

Employees are expected to work their contracted hours as outlined in their employment agreement.

Attendance and Punctuality

Employees are required to:

- Attend work as scheduled.
- Arrive on time and be ready to begin work at their designated start time.
- Notify their manager as soon as possible if they are unable to attend work or expect to be late.

Breaks

Employees are entitled to rest breaks in accordance with applicable legislation and their employment contract.

Overtime

Any overtime must be authorised in advance by a manager. Overtime arrangements will be managed in accordance with contractual terms and applicable laws.

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Workplace Health and Safety

The Company is committed to maintaining a safe working environment and complies with all relevant health and safety legislation.

Employees are responsible for:

- Taking reasonable care of their own health and safety and that of others. Notify their manager as soon as possible if they are unable to attend work or expect to be late.
- Following all health and safety procedures and training.
- Reporting hazards, accidents, incidents, and near-misses promptly.
- Using equipment and personal protective equipment correctly.

Managers are responsible for:

- Ensuring risk assessments are completed where necessary. Reporting hazards, accidents, incidents, and near-misses promptly.
- Providing appropriate training and guidance.
- Acting promptly to address health and safety concerns.

Workplace Environment

The Company is committed to maintaining a workplace that:

- Is free from discrimination, harassment, bullying, and victimisation.
- Promotes equality, diversity, and inclusion.
- Supports employee wellbeing and mental health.
- Encourages respectful and professional behaviour.

All employees are expected to treat colleagues, customers, suppliers, and visitors with courtesy and respect at all times.

Remote and Hybrid Working

Where applicable, employees may be permitted to work remotely or under a hybrid working arrangement subject to business requirements and company approval.

Employees working remotely must:

- Maintain a safe and suitable working environment.
- Protect confidential information and company data.
- Remain contactable during agreed working hours.
- Meet performance and productivity expectations.

Facilities and Equipment

The Company will provide appropriate tools, equipment, and resources necessary for employees to perform their duties.

Employees are responsible for:

- Using company property responsibly.
- Maintaining equipment in good condition.
- Reporting faults, damage, or loss promptly.
- Returning company property upon request or termination of employment.

Dress Code and Appearance

Employees are expected to maintain a professional standard of appearance appropriate to their role and work environment.

Where uniforms or personal protective equipment are required, these must be worn as instructed.

The Company respects cultural, religious, and disability-related requirements and will make reasonable accommodations where appropriate.

Wellbeing and Employee Support

The Company recognises the importance of employee wellbeing and seeks to:

- Promote a healthy work-life balance.
- Provide support for mental and physical wellbeing.
- Encourage employees to raise concerns affecting their work or wellbeing.
- Foster a supportive workplace culture.

Employees experiencing difficulties that may affect their work are encouraged to speak with their manager or HR representative.

Equality, Diversity, and Inclusion

The Company is committed to providing equal opportunities and does not tolerate discrimination on the grounds of:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy or maternity
- Race Religion or belief
- Sex Sexual orientation

All employment decisions will be based on merit, business needs, and lawful considerations.

Reporting Concerns

Employees are encouraged to report any concerns relating to:

- Health and safety
- Working conditions
- Harassment or bullying
- Discrimination
- Wellbeing issues
- Breaches of this policy

Concerns may be raised with a line manager, Human Resources, or through the Company's grievance or whistleblowing procedures.

Policy Compliance

Failure to comply with this policy may result in disciplinary action in accordance with the Company's Disciplinary Policy.

Signed on behalf of the Reflex Group Ltd.

I. Kendall
Managing Director

T. Bexon
Head of HR & Payroll