



SPARTANS

LIMITED

EMPLOYEE HANDBOOK

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WELCOME TO THE EMPLOYEE HANDBOOK

We are delighted that you are working with us and hope that you will find your job both challenging and enjoyable. This handbook has been designed to give additional important and useful information about employment with us, our expectations of you and your colleagues and benefits we provide and should be read in conjunction with your own terms and conditions. The Company's greatest asset is our employees.

We reserve the right to review, amend or replace the contents of this handbook and introduce new policies from time to time to reflect the changing needs of the business and to comply with new legislation. Such legislative changes as are mandatory on the Company will be deemed to take effect as at the effective date of the legislation. However, the terms of any other proposed alteration or addition will be confirmed to you in writing.

WORKING HOURS

- You are required to be available for work during your normal working hours which will depend on the Hirer, and you must make every effort to attend for work.
- Your workdays and start/finish times may vary, depending on the requirements of the Hirer, department, and your individual requirements.
- The Company reserves the right to re-arrange/change working hours in order to meet business need and/or special conditions.
- Any overtime worked, by hourly paid employees, will be paid at the agreed rate as per your Assignments.

TIME RECORDING

- To record your time, you must sign in and out in the timesheet on each day. In some cases, you also need to do so using the facilities provided, such as face or finger scanning etc. It is an offence to falsify a time record or to record another person's working time, such an action renders you liable to dismissal without notice. It is also an offence if your actual time worked does not agree with your recorded hours.

BREAKS

- All breaks are taken with the agreement of your Line manager and will depend upon operating requirements of your relevant place worked. Some flexibility may be required in order to complete specific jobs.
- Smoking breaks will only be permitted in your contractual breaks. Smoke breaks are not in addition to agreed break times

HOLIDAYS

- The Employee shall be entitled to 28 days' paid holiday in each holiday year which shall include the usual public holidays in England or Wales. The Company's holiday year runs from January till December. If the Appointment commences or terminates part-way through a holiday year, the Employee's entitlement during that holiday year shall be calculated on a pro-rata basis.
- Holiday shall be taken at such time or times as shall be approved in advance by the Managing Director. The

Employee shall not without the consent of the Company carry forward any accrued and unused holiday entitlement to a subsequent holiday year.

- The Employee shall have no entitlement to any payment in lieu of accrued but untaken holiday saves on termination of the Appointment. The amount of such payment in lieu shall be based on the Employee's entitlement under clause of the end of the leave year in which termination takes place and shall be paid at the rate of 1/260th of the Employee's salary for each untaken day.
- If on termination of the Appointment the Employee has taken in excess of his accrued holiday entitlement, the Company shall be entitled to recover from the Employee by way of deduction from any payments due to the Employee or otherwise one day's pay calculated at 1/260th of the Employee's salary for each excess day.
- If either party has served notice to terminate the Appointment, the Company may require the Employee to take any accrued but unused holiday entitlement during the notice period or, if applicable, any such holiday shall be deemed to be taken during any period of Garden Leave.

LOCATION/PLACE OF WORK

- The Company reserves right to require you to be interchangeable between our Hirer's departments or sites.

ABSENCE

- If the Employee is absent from work the Company shall pay him Statutory Sick Pay (**SSP**) if he satisfies the relevant requirements.
- The first three qualifying days of absence are not days for which SSP is payable. When the Employee is absent for four or more consecutive days, he will be paid SSP by the Company if he is eligible.
- The Employee's qualifying days for SSP purposes are Monday to Friday.
- If the Employee is absent from work for any reason, he must notify the Managing Director of the reason for his absence as soon as possible but no later than 6:00 a.m. on the first day of absence. Whenever possible he should speak to the Managing Director himself; texting or leaving a message on the answer-phone will not be sufficient.

COMPANY MOTOR VEHICLES

- Only authorised 300 Spartans Ltd employees may drive Company's vehicles. If an employee is involved in an accident,

he/she should on no account admit liability. Persistent involvement in accidents may result in authorisation being withdrawn and may in certain circumstances lead to dismissal. The Company car is provided for the purpose of work only.

- We always encourage safe and considerate driving and will not be responsible for payments of any speeding or parking fines relating to a Company vehicle.
- Employees who use Company vehicles, either allocated or pool, should take note that at no time should the vehicle be left unattended in a manner which will enable them to be accessed and used. Vehicles should always, when at rest and unattended, have the keys removed from the ignition and locked. Any person found guilty of not adhering to these requirements will be disciplined. In the event that a vehicle is stolen or damaged as a result of this failure such action may be considered Gross Misconduct and subject to the normal disciplinary procedure. Dismissal could result. Insurance cover could be invalidated by the failure of any employee to adhere to the foregoing practice.
- You must immediately report any and every accident or incident in which a vehicle in your charge becomes involved, regardless of fault and whether or not persons or property are affected.

- You must not be under the influence of alcohol or drugs whilst driving a Company vehicle.
- Employees may drive Company vehicles, or those belonging to customers only if they have been specifically authorised to do so by the Company. Employees who are authorised drivers are required to submit their driving licences for inspection on a periodic basis, or as soon as possible regarding any change in circumstances or changes to your licence, i.e., name address, endorsements. An employee who is required to have a current driving licence to fulfil their contractual obligations to the Company may be dismissed should the driving licence be revoked unless decided otherwise by a Director of the Company. Failure to provide a current copy of your licence when requested by the Company could result in the suspension of your right to drive a Company vehicle, until you provide the relevant documents.
- Fuel cards are provided only for Company cars or cars that are used for business purposes.

PAY

- The Employee's wages shall accrue from day to day and be payable weekly in one week in arrears directly into the Employee's bank or building society.

- The Employee's wages shall be reviewed by the Board annually. The Company is under no obligation to award an increase following a salary review. There will be no review of the salary after notice has been given by either party to terminate the appointment.
- The pay rates will be agreed with the Employee and can be found on Assignments.
- The Company may deduct from the salary, or any other sums owed to the Employee, any money owed to the company by the Employee.

HEALTH AND SAFETY (See full policy available in main office or website <https://300spartans.uk/>).

- At 300 Spartans Ltd we are committed to achieving high health and safety standards, recognising this as an essential part of our business success. This extends to ensuring the health and safety of our employees, agency workers, contractors, visitors, and others who may be affected by our activities. We will achieve this by setting clear objectives, implementing safe systems of work, and measuring and reviewing our management of health and safety performance to achieve continuous improvement
- You must report any accident, incident or near miss which have resulted in damage to equipment or property to your

immediate Manager. Any injuries will be treated as appropriate by the Hirer. Any delay in reporting an incident or injury is likely to be investigated.

- In all places where you will be sent to work should be nominated First Aid operator.
- In the case of fire, you must evacuate the building in accordance with the Fire Instruction on site. Use the nearest available exit, do not stop to collect personal belongings and do not re-enter the building until told by the Manager to do so.

DISCIPLINARY AND GRIEVANCE PROCESS (See full policy available in main office or website <https://300spartans.uk/>).

- Employees are expected to know the standard of conduct or work expected of them.
- A final decision on a disciplinary sanction will not be taken against employee without the employer carrying out what it reasonably believes in the circumstances to be an appropriate level of investigation.
- A formal disciplinary sanction will not be taken against employee without the employee being advised of the nature of the problem. The employee will also have the opportunity to state their case at a formal disciplinary meeting before a final decision is taken.

- Except where an employee has been found to have committed a gross misconduct offence, or is still serving their probationary period, no employee will be dismissed for a first breach of discipline.
- An employee can appeal against any disciplinary action taken by the employer.
- Disciplinary matters will be dealt with confidentially, so far as is reasonably possible and employees should keep confidential any information they learn in relation to any disciplinary matter (unless they are the subject of the investigation and disclosure is required to prepare for a meeting under this procedure).
- The employer may suspend an employee on full pay. This does not mean that you have been or will be found guilty of any offence or act of misconduct. This suspension is not considered a disciplinary action.
- 300 Spartans Limited processes personal data collected during the investigation stage and any subsequent stages of disciplinary action in accordance with its data protection policy. Data collected as part of the investigation stage and any subsequent stages of disciplinary action is held securely and accessed by, and disclosed to, individuals only for the purpose of completing the disciplinary procedure. Inappropriate access or disclosure of employee data

constitutes a data breach and should be reported in accordance with 300 Spartans Limited data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under this disciplinary procedure.

EQUALITY AND DIVERSITY (See full policy available in main office or website <https://300spartans.uk/>).

- The Company aims to be an equal opportunities employer and undertakes to apply objective criteria to assess merit. It aims to ensure that no job applicant, employee, or worker receives less favourable treatment on the grounds of race, sex, pregnancy & maternity, marriage or civil partnership, sexual orientation, gender re-assignment, disability, age, religion of belief.
- The Company recognises the right of any employee to belong to a Trade Union and will not allow any discrimination as a result of such membership.
- The Company is committed to a programme of action to make this policy effective, to minimise the possibility of discrimination and find means of combating it whenever it arises.
- The Company aims to select, recruit, develop and promote the very best people through objective assessment based solely upon suitability for the job.

- Ensure that all employees and job applicants receive fair and equal treatment, create a balanced work force, reflecting the diversity of the local working population.

WHISTLEBLOWING (See full policy available in main office or website <https://300spartans.uk/>).

- 300 Spartans Limited aims to conduct business with the highest standards of honesty and integrity. Therefore, we should all share this aim to maintain the same standards. Any wrong - doing by either the Company or its employees should be reported. We believe that it is essential to create an environment in which employee feel able to raise concerns internally without fear of disciplinary action being taken against them because of any disclosure and be assured that an investigation will take place.
- **The Public Interest Disclosure Act 1998** protects employees from dismissal or being disadvantaged, for example having disciplinary action taken against them when they report wrong – doing by their employers. It aims to promote greater openness between employers and employees in the workplace. We strongly believe that those report wrong – doing should not be victimised.

DATA PROTECTION (See full policy available in main office or website <https://300spartans.uk/>).

- We respect every individual's right to privacy, and we process personal data in compliance with applicable data protection laws.
- Personal data is information that can be used, directly or indirectly, to identify an individual, including names, address, dates of birth and identification numbers such as passport or national insurance.
- Whenever we use personal data in any way – including collecting, recording, organising, altering, disclosing, storing, and erasing or disposing of it – we must do so fairly and lawfully. Personal data that we process will be relevant and limited to what is necessary in relation to the purposes for which it is being processed. We will use the data only for the specific purposes for which it was obtained and will retain it only for as long as is necessary for such purposes. We will also ensure that the data that we keep is accurate, including updating it when necessary.
- To be compliant with GDPR, information is collected lawfully and used fairly, stored safely and not disclosed to any other person unlawfully, to do this, the company complies with the Data Protection Principles, which are set out in the Data Protection Act 1998

CODE OF CONDUCT

- You have responsibilities to 300 Spartans Ltd, your colleagues, and our business partners/Hirers. The decisions and actions you take every day have a direct impact on your personal reputation and our business reputation and standing in the company. Before you make a decision, ask yourself: Is it legal? Is it ethical? Is it fair? Would I be comfortable if it became public? This applies to any and all decisions made, from major decisions to day-to-day activities and transactions with other parties.
- We expect you to carry out your responsibilities in accordance with our high standard of ethics, integrity, and professionalism. In order to build an ethical and collaborative work environment we expect you to comply with Laws, Regulations, Policies and Procedures (can be found main office or our website <https://300spartans.uk/>), protect our assets and maintain the highest standards of professionalism.
- **Harassment and discrimination** are destructive in the workplace as a whole and hurt the individuals at whom they are directed. This includes harassment and discrimination of any kind, including race, religion, age, gender (including pregnancy and childbirth), marital status, family status, sexual orientation, disability, national or ethnic origin, union membership, political affiliation, or any other protected characteristic. We expect you to value those around you for

what they contribute professionally, not for what they might believe or look like.

- You must obey all human and civil rights laws that protect people from discrimination. Sexual harassment is also against the law. It includes unwelcome sexual advances, requests for sexual favours and other verbal or physical conduct of a sexual nature.
- As a 300 Spartans Ltd employee you may learn confidential information that is the property of 300 Spartans Ltd. You cannot disclose or misuse any confidential information about our business or any confidential information that we receive from customers or business partners. You can only disclose confidential information if you are authorized to do so. You are required to keep all of 300 Spartans Ltd information confidential, even after you leave our business.

COMPLAINTS POLICY AND PROCEDURE (See full policy available in main office or website <https://300spartans.uk/>).

- Complaints can be submitted via email, phone or in-person. Complainants should provide their contact details, a clear description of the issue, and any relevant supporting documentation.
- The complaint will be assigned to a designated complaints officer or team. An investigation will be conducted, which

may include gathering information from relevant parties and reviewing documentation.

- All complaints will be handled with confidentiality, and personal information will be protected.
- Implementing this complaints policy and procedure ensures that all feedback is taken seriously and handled professionally. This promotes a culture of transparency and continuous improvement within the organization.
- This policy will be reviewed annually to ensure its effectiveness and relevance

PREVENTING SEXUAL HARASSEMENT POLICY AND PROCEDURE (See full policy available in main office or website <https://300spartans.uk/>).

- Our organization is committed to preventing sexual harassment in the workplace. Any form of sexual harassment is unacceptable and will not be tolerated. We promote a culture of respect, accountability, and support for all individuals.
- Sexual harassment includes unwanted sexual advances, inappropriate touching, lewd comments, sharing explicit

materials, or any behaviour of a sexual nature that creates a hostile work environment.

- Employees should report incidents of sexual harassment immediately. Complaints can be made verbally or in writing and should include specific details about the incident.
- All complaints will be handled confidentially to protect the privacy of all parties involved. Information will only be shared on a need-to-know basis.
- By implementing this Preventing Sexual Harassment Policy and Procedure, we are committed to fostering a workplace where everyone feels safe, respected, and valued.

RESPONSIBLE RECRUITMENT POLICY (See full policy available in main office or website <https://300spartans.uk/>).

- This policy applies to all recruitment activities conducted by the organization for full-time, part-time, temporary, and contract positions.
- Our organization is committed to responsible recruitment practices that prioritize fairness, equal opportunity, and respect for all candidates. We aim to create a diverse workforce that reflects the communities we serve.

- All candidates will be treated fairly and without discrimination based on race, gender, age, disability, sexual orientation, religion, or any other protected characteristic.
- By adhering to this Responsible Recruitment Policy, we aim to foster a diverse and talented workforce that enhances our organizational culture and reflects our commitment to equality and inclusion.

We hope you have found the information in this Handbook useful and that it helps you to understand the way in which the Company works, and your role within it.

It is important that you fully understand the contents. However, if any of the above items should be unclear or you have any questions to raise, please do not hesitate to do so.