

# Summary of changes – Company documents

April 2023

## Introduction

RBS Mentor, our HR advisors, publish changes to our 3 core employee documents to ensure we comply with the latest HR legislation.

This gives us the opportunity to consider any changes we as an organisation wish to make during the review process which are also checked by RBS Mentor for compliance and good practice, before issuing final documentation.

The three documents are:

- The Employee Handbook
- Health & Safety Manual
- Contract of Employment

A summary of changes is listed below

## Employee Handbook

<b>Policy</b>	<b>Change</b>	<b>Information</b>
<b>Definitions Policy</b>	New addition to Employee Handbook	New definition section added defining employees, workers and contractors
<b>Maternity and Adoption Policy</b>	New section added to 'What this policy covers'	Enhancement to policy wording



Policy	Change	Information
	<p>'This policy applies if a child is stillborn 24 weeks or more into the pregnancy as you will be entitled to statutory maternity leave and, if eligible, pay.'</p>	
<p><b>Public Interest Disclosure (Whistleblowing) Policy</b></p>	<p>New section added to 'Your responsibilities'</p> <p>'Damage to the environment'</p>	<p>Enhancements to policy wording</p>

It is also proposed to delete the paragraph regarding Adverse Weather conditions from the Absence section of the handbook, as staff have the ability to work from home during these events.

### Health & Safety Manual

Statement from RBS Mentor saying what they have done:

- Used customer feedback to make changes to the format of your documents
- Made it easier to access individual procedures via direct links
- Reduced the size and amount of storage space required for electronic versions of documents
- Helped achieve some of your environmental objectives as a business by:
  - no longer needing to view or print the whole document to access a procedure
  - using our free Carbon Planner to help you estimate your carbon footprint and tailor an action plan to reduce your emissions
- Construction customers - your content has been reviewed and updated, but the format remains the same
- Added the changes made to your new versions in the document control record
- We will regularly update your documents so that they stay compliant.



### Contract of Employment

Clause	Change	Information
<b>Position – exclusivity clause</b>	<p>New section added to clause</p> <p>“You may not without first obtaining the prior written consent of the Company accept or hold any office or directly or indirectly be interested in any other trade, business or occupation whilst working for the Company. This provision only applies if your average net pay is above the statutory lower earnings limit”</p>	<p>Updated in line with legislation changes that exclusivity is only applicable where an employee’s average net pay is above the statutory lower earnings limit</p>

It is also proposed to delete the “core hours” referred to in the Flexible Working part of the Contract, which does not reflect HC’s approach to flexible working.

### Conclusion

RBS Mentor has confirmed the legality of the HC proposed changes and that new handbook and Contracts of Employment should/do not need to be issued to existing staff.

ODAG recommend acceptance of these changes to the Board and if approved, the documents will be re-issued by RBS Mentor.

