

Staff Handbook
Off Site Employees

Introduction

Welcome to Clarity Umbrella Ltd

Our aim in producing this document was to create a one-stop information point where you would be able to access all the information you are likely to need in relation to your employment with us.

This document outlines what you can expect from us as your employer. In return we ask you for a high degree of commitment, dedication and loyalty to help us achieve the aims and objectives of the Company.

I hope you find this a useful guide during your employment with us. However, if you are unable to find the answer to your question here, please feel free to contact your line manager who will certainly be able to find an answer for you.

The Clarity Team

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Starting with Clarity Umbrella

a. About the Company

Clarity Umbrella is a hassle-free, straight talking umbrella company that provides umbrella employment for UK based contractors and freelancers. Clarity Umbrella pioneered the concept of providing accurate and informative information within the Umbrella Company sector to achieve our aim of being at the top of an industry that focuses on transparency and promotes corporate integrity. We hold these as core values and believe them to be essential for our continued success.

b. Statement of Employment Terms and Conditions

The company reserves the right to change its terms & conditions and employment policies from time to time. You will be notified at the earliest opportunity of these changes by way of general notice to all employees affected by the change. Where a contractual change in your terms and conditions of employment results in a change to your written statement of particulars of employment, we will give you a written statement of the change at the earliest opportunity.

c. General

As an employee working off site at clients' premises you are expected to adhere to any policies and procedures implemented at the Client's premises, including but not restricted to smoking, alcohol, drugs etc.

You are required to attend the Clients premises or their designated location at the times stated in your assignment schedule and are required to work for the agreed number of hours stated. Failure to attend or to complete the required hours could result in disciplinary action being taken against you.

You should comply at all times with the Client's requirements for GDPR and computer security which applies in respect of all operations including email and internet access as carried out under the terms of your Assignment. You are required to ensure that you advise the Client of any breaches or potential breaches in security that you become aware of.

When you are on Assignment you are a representative of both the Company and the Client and therefore you should ensure that your behaviour is always appropriate and professional.

Once you have completed the qualifying 12-week probationary period under the Agency Worker Regulations, you will have entitlement to the same conditions relating to the duration of working time, night work, rest periods, rest breaks and annual leave as if you had been employed or engaged directly in the same job by the relevant end user client

d. Your Attendance at Work

Any assignment that you undertake whilst in the employment of the Company will be for a specific time period and, from time to time, for specific hours. Therefore, should you require time off from work you should give as much notice as possible. If you are unable to give advance notice you should ensure that you contact the Company and the Client to advise your absence by no later than 10am on the day in question.

If your period of absence will extend beyond one day you should ensure that you contact the Company and the Client by no later than 10am on each day that you are absent. If you are unable to personally contact the Company or Client you should ensure, wherever possible, that someone telephones on your behalf.

If your explanation for absence is deemed to be unsatisfactory by the Client, the Company reserves the right to deduct an appropriate amount from your salary.

If you are absent repeatedly or for prolonged periods the Company reserves the right to receive a full and detailed explanation and, where appropriate, medical evidence and subsequently disciplinary action may be taken against you.

If you are absent from work due to sickness you may be entitled to statutory sick pay (SSP). In order to qualify you must meet the following criteria:

- i. You must be sick for at least 4 or more days in a row (inc. weekends & bank holidays)
- ii. Earn, before tax and National Insurance an average of the Lower Earnings Limit for National Insurance Contributions (NIC). The amount you need to earn is lower than the amount when you have to start paying NICs.

SSP is a daily payment and is usually paid for the days that you would normally work. The days that you would normally work are known as Qualifying Days (QDs). SSP is not paid for the first four days (including non working days). SSP is payable as detailed on the government website at <https://www.gov.uk/statutory-sick-pay>.

If you are sick for up to seven days you must provide a self-certification certificate on the day you return to work, which can be obtained from your point of contact at Clarity. Absences of longer than seven days must be supported by a doctor's certificate as must any further periods of continued absence. Failure to provide a certificate may result in the non-payment of statutory sick pay.

The Company reserves the right to have you examined by a doctor of their own choosing and at their own expense and we also reserve the right, with your permission, to request a medical report from your doctor.

e. Conflict of Interest

You should not, directly or indirectly, engage in, or have any interest, financial or otherwise, in any other business enterprise, which interferes or is likely to interfere with your independent exercise of judgement in Clarity Umbrella Ltd's best interest.

Generally, a conflict of interests exists when an employee is involved in an activity:

- Which provides products or services directly to, or purchase products or services from Clarity Umbrella.
- Which subjects the employee to unreasonable time demands that prevent the employee from devoting proper attention to his or her responsibilities to Clarity Umbrella Ltd
- Which is so operated that the employee's involvement with the outside business activity will reflect adversely on Clarity Umbrella Ltd.

Should you be in any doubt as to whether an activity involves a conflict, you should discuss the situation with your point of contact at Clarity.

f. Standards of Performance and Behaviour at Work

i) Appearance

You are expected to dress appropriately at all times in relation to your assignment and role, and to ensure that your personal hygiene and grooming are properly attended to prior to presenting yourself at work.

ii) Confidentiality

It is a condition of your employment that you have a duty of confidentiality with regards to the company and any companies you are assigned to.

During the course of your employment you may find yourself in possession of sensitive information, the disclosure of which could be construed as a breach of confidentiality. It is a condition of your employment that you have a duty of confidentiality to the Company, and you must not discuss any Company sensitive or confidential matter whatsoever with any outside organisation including the media.

Any such breach of confidentiality would be deemed as gross misconduct except as otherwise provided or as permitted by any current legislation (e.g. the UK Public Interest Disclosure Act 1998) and could lead to your dismissal.

iii) Bribery and other Corrupt Behaviour

The Company has a strict anti-bribery and corruption policy in line with the Bribery Act (2010). A bribe is defined as: giving someone a financial or other advantage to encourage that person to perform their functions or activities improperly or to reward that person for having already done so.

If you bribe (or attempt to bribe) another person, intending either to obtain or retain business for the company, or to obtain or retain an advantage in the conduct of the company's business this will be considered gross misconduct. Similarly accepting or allowing another person to accept a bribe will be considered gross misconduct. In these circumstances you will be subject to formal investigation under the Company's disciplinary procedures, and disciplinary action up to and including dismissal may be applied.

g. Data Protection and Access to Information

Clarity Umbrella Ltd will comply with all statutory requirements of the Data Protection Act by registering all personal data held on its computer and/or related electronic equipment and by taking all reasonable steps to ensure the accuracy and confidentiality of such information.

The Data Protection Act protects individuals' rights concerning information about them held on computer. Anyone processing personal data must comply with the eight principles of good practice. Data must be:

- fairly and lawfully processed
- processed for limited purposes
- adequate, relevant and not excessive
- accurate
- not kept longer than necessary
- processed in accordance with the data subject's rights
- secure
- not transferred to countries without adequate protection

Employees can request access to the information held on them by the Company. All requests by employees to gain access to their personnel records should be made in writing. There is no charge for this service.

h. Changes in Personal Information for Employment Purposes

It is important that our records are correct, as inaccurate or out of date information may affect your salary or cause difficulties in situations where contact is required for emergencies. You **must** notify your point of contact at Clarity immediately of all changes in the following personal information:

- Name
- Home address
- Telephone number
- Bank account details
- Emergency contact
- Criminal charge, caution or conviction
- Conflict, or potential conflict of interest

Personal data on employees is held in accordance with the provisions of the Company's Data Protection Policy, which will be made available for inspection by you if required.

Valuing Diversity and Dignity at Work

a. Valuing Diversity

Clarity Umbrella Ltd is committed to valuing diversity and seeks to provide all staff with the opportunity for employment, career and personal development on the basis of ability, qualifications and suitability for the work as well as their potential to be developed into the job.

We believe that people from different backgrounds can bring fresh ideas, thinking and approaches which make the way work is undertaken more effective and efficient.

The Company will not tolerate direct or indirect discrimination against any person on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation whether in the field of recruitment, terms and conditions of employment, career progression, training, transfer or dismissal.

It is also the responsibility of all staff in their daily actions, decisions and behaviour to endeavour to promote these concepts, to comply with all relevant legislation and to ensure that they do not discriminate against colleagues, customers, suppliers or any other person associated with the Company.

b. Dignity at Work

The Company believes that the working environment should at all times be supportive of the dignity and respect of individuals. If a complaint of harassment is brought to the attention of management, it will be investigated promptly and appropriate action will be taken.

Pay, Benefits & Pensions

a. Salary Arrangements

Your salary will be paid in arrears by direct credit transfer to your designated bank account.

If any queries arise with regards to pay, or if it looks as if a mistake has been made, speak to your point of contact at Clarity immediately so that they can take appropriate action. Unless agreed otherwise, any pay errors, whether of over or underpayment, will be rectified in the next salary payment.

Appropriate deductions will be made from pay including income tax and National Insurance contributions (NICs), which are subject to each employee's earning level, family status and the number of hours worked.

b. Pension Scheme

The Company operates a group pension scheme and, in compliance with the employer pension duties under the Pensions Act 2008, you will be enrolled as an active member of this scheme (or such other registered pension scheme as may be established by the Company to replace the scheme) 3 months from the start of your employment, unless you request otherwise. You will be subject to the trust deed and rules of the scheme as are in force from time to time and HM Revenue & Customs requirements. The Company reserves the right to vary, amend or withdraw the scheme, or any of its rules or benefits, at any time. Full details of the scheme, including the rules, conditions of eligibility and the rates of contributions and benefits, will be sent to you before your auto enrolment date.

Leave Arrangements

a. Annual Leave

As an employee of Clarity Umbrella Ltd you are entitled to 28 days holiday each financial year (per annum pro rata) and, under the Working Time Regulations, holiday pay must be shown as a separate entry on your payslip when you take annual leave rather than included within your pay rate.

By default, we will make a holiday allowance at 12.07% of your taxable salary from your contract rate and repay this every time we make a payment to you. This means that you need to be aware that there will be no retained holiday pay available when you do take holiday.

Alternatively, if you would like us to retain a holiday allowance then you must let us know and we will arrange for a holiday pot to be set up.

Our system will allow you to see any holiday you have accrued and reclaim it as and when you require. This can be done at the amount you wish based on the monies available in the "holiday pot". Please note if you choose this option then holiday pay is taxed at the point it is retained, and not at the point it is repaid.

Once you have submitted a holiday request, your holiday pay will be included with your next invoice payment following that period. Any unused holiday pay will be refunded to you either when you leave or before the end of the financial year, whichever comes first.

b. Maternity, Paternity and Adoption Leave and Pay Policy

Eligible Clarity Umbrella Ltd employees are entitled to Maternity, Paternity and Adoption leave and pay as per the statutory guidelines. Further details of these are available in our relevant Family friendly policies.

c. Shared Parental Leave

Eligible Clarity Umbrella Ltd employees are entitled to shared parental leave as per the statutory guidelines. Further details of these are available in our relevant Family friendly policies.

d. Unpaid Parental Leave

As well as Shared Parental Leave, any eligible employee who has or expects to have responsibility for a child is entitled to take Unpaid Parental Leave to care for that child. Further details of these are available in our relevant Family friendly policies.

e. Time Off For Dependants

You are legally entitled to take a reasonable amount of time off to deal with certain prescribed emergencies involving certain dependants. This leave is called Time Off for Dependants. Time Off for Dependants can be taken, for example, if a dependant falls ill or is injured, if care arrangements break down, or to arrange or attend a dependant's funeral. A dependant is your child (including adopted child), husband, wife or parent. It also includes someone who lives in your household, and someone who reasonably relies on you, such as an elderly relative. Any time taken off must be necessary and reasonable in the particular circumstances. Time Off for Dependants is not paid.

Grievance and Disciplinary Procedures

It is a legal requirement that all employees have a written statement of dismissal, disciplinary and grievance procedures. This procedure is designed to help and encourage all employees to achieve and maintain standards of conduct, attendance and job performance. The company rules and this procedure apply to all employees and the aim is to ensure consistent and fair treatment for all in the organisation.

A copy of our Grievance Policy can be downloaded from <https://clarityumbrella.co.uk/wp-content/uploads/2020/09/Grievance-Policy-Sept-20.pdf>.

Disciplinary Procedures

No disciplinary action will be taken against an employee until the case has been fully investigated. At every stage in the procedure the employee will be advised of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made. At all stages of the procedure the employee will have the right to be accompanied by a trade union representative, or work colleague. No employee will be dismissed for a first breach of discipline except in the case of gross misconduct, when the penalty will be dismissal without notice or payment in lieu of notice. An employee will have the right to appeal against any discipline imposed. The procedure may be implemented at any stage if the employee's alleged misconduct warrants such action. The minimum three-step statutory procedures will be followed if an employee faces dismissal or certain kinds of action short of dismissal.

The Procedure Preliminary Stage Improvement Note: Unsatisfactory Performance

If performance does not meet acceptable standards the employee will normally be given an improvement note. This will set out the performance problem, the improvement that is required, the timescale and any help that may be given. The individual will be advised that it constitutes the first stage of the formal procedure. A record of the improvement note will be kept for 6 months, but will then be considered spent – subject to achievement and continued satisfactory performance.

Stage 1 – First Warning:

Misconduct If the conduct does not meet acceptable standards the employee will normally be given a written warning. This will set out the nature of the misconduct and the change in behaviour that is required. If there is no satisfactory change or improvement in performance a final written warning will then be issued. A record of the warning will be kept on personnel records, but it will be disregarded for disciplinary purposes after 6 months.

Stage 2: Final Written Warning:

If the offence is sufficiently serious, or there is a failure to improve during the currency of a prior warning for the same type of offence, a final written warning may be given to the employee. This will give details of the complaint, the improvement required and the timescale. It will also warn that failure to improve may lead to action under Stage 3 (dismissal or some other action short of dismissal), and will refer to the right of appeal. A copy of this written warning will be kept by the supervisor but will be disregarded for disciplinary purposes after 6 months subject to achievement and continued satisfactory conduct or performance.

Stage 3 – Dismissal or Other Sanction

If there is still a failure to improve the final step in the procedure may be dismissal. The employee will be provided, as soon as reasonably practicable, with written reasons for dismissal, the date on which the employment will terminate, and the right of appeal. The decision to dismiss will be confirmed in writing. A copy of the written warning will be kept by the supervisor but will be disregarded for disciplinary purposes after 6 months subject to achievement and continued satisfactory conduct or performance. If an employee faces dismissal the minimum statutory procedure will be followed: This involves: Step One: A written note to the employee setting out the allegation and the basis for it Step Two: A meeting to consider and discuss the allegation Step Three: A right of appeal including an appeal meeting The employee will be reminded of their right to be accompanied.

Gross misconduct

The following list provides examples of offences, which are normally regarded as gross misconduct:

1. Theft, fraud, deliberate falsification of records
2. Fighting, assault on another person
3. Deliberate damage to organisational property
4. Serious incapability through alcohol or being under the influence of illegal drugs
5. Serious negligence, which causes unacceptable loss, damage or injury
6. Serious act of insubordination
7. Unauthorised entry to computer records

If you are accused of an act of gross misconduct, you may be suspended from work on full pay, normally for no more than five working days, while the alleged offence is investigated. If, on completion of the investigation and the full disciplinary procedure, the organisation is satisfied that gross misconduct has occurred, the result will normally be summary dismissal without notice or payment in lieu of notice.

Appeals

An employee who wishes to appeal against a disciplinary decision must do so within five working days. The senior manager will hear all appeals and his/her decision is final. At the appeal any disciplinary penalty imposed will be reviewed.

Acceptable Use of Internet & Email Policy

Many End Users or Employment Businesses will have existing policies regarding what they deem to be acceptable use of the internet and email and you should adhere to these policies when you are working at their premises. If there is no policy in place you should comply with the Company policy, which follows.

Failure to adhere to either policy may result in disciplinary action being taken against you.

What is not acceptable use...

Except in the course of an employee's duties or with the express permission of the Clarity Umbrella, the Internet access provided by the Company, End User or Employment Business may not be used for:

- Personal commercial purposes;
- Sending unsolicited bulk email;
- Disseminating confidential information of Clarity Umbrella, End Users or Employment Businesses
- Any illegal purpose;
- Knowingly causing interference with or disruption to any network, information service, equipment or any user thereof;
- Disseminating personal contact information of officers or employees of Clarity Umbrella, End Users or Employment Businesses without their consent;
- Knowingly causing any other person to view content which could render the company liable pursuant to equal opportunity or sex discrimination legislation at the suit of that person; or
- Knowingly downloading or requesting software or media files or data streams that the employee has reason to believe will use a greater amount of network bandwidth than is appropriate;
- Bypassing or attempting to circumvent any security system without the appropriate authority from the End User or Employment Business.

Unauthorised use of any End User or Employment Business' equipment (to include but not limited to hardware and software), failure to comply with the policy, or in any way tampering with the equipment will be regarded as gross misconduct and will render the offender liable to dismissal and possible criminal prosecution under the Computer Misuse Act 1990 even if no damage results. The

Company also reserves the right to take disciplinary action against any employee who makes excessive personal use of equipment or internet or email, including dismissal for gross misconduct.

You are expected to exercise professional judgement whenever using email or the internet or any other internal systems at an End User or Employment Business site. If you are in any doubt at all regarding what is deemed to be appropriate by the End User or Employment Business you should question them directly before taking any action. The Company reserves the right to change or replace this policy at its sole discretion at any time and without prior notice.

Health & Safety

It is the policy of the Company to ensure as far as is reasonably practicable, the health, safety and welfare of its employees and to encourage the highest standards of health and safety at work in all its operations. The Company will take all necessary steps to ensure that its legal duties (relating to health and safety legislation) are met at all times.

The Company recognises the importance of managing health and safety effectively as an integral part of its business activities and will, so far as is reasonably practicable;

- Request that End Users provide and maintain facilities, plant, equipment, systems and working conditions which are safe and without risk to the health of employees and any members of the public which may have cause to visit their premises.
- Maintain any workplace under its control in a safe condition and without risks to health, and provide and maintain safe means of access and egress
- Request that End Users ensure arrangements are in place for the safe transport, handling, storage and disposal of articles and substances that may be hazardous to health
- Take full account of health and safety considerations in research project planning and decision-making and ensure that End Users make the same considerations
- Request that End Users provide information, instruction, training and supervision to all employees to enable them to carry out their work activities in a safe manner
- Request that End Users ensure that employees and/or their representatives are able to raise health and safety issues to management and have them resolved effectively.

All employees have a legal duty to take reasonable care of their own health and safety and for the health and safety of others that may be affected by their work activities. They are also required to follow all relevant procedures, codes of practice and guidelines and report to management any matter likely to present a danger to health and safety. All employees have responsibility for the following:

- Working safely and efficiently at all End User premises,
- Using any protective equipment provided by the End User in the proper manner,
- Reporting to their immediate line manager incidents, that have led, or may lead, to injury or damage,
- Following Company and End User policies and guidance,
- Assisting the End User in the investigation of accidents with the object of introducing measures to prevent a recurrence.

The successful implementation of this policy requires the co-operation and commitment of all employees as well as all End Users. This policy will be regularly monitored to ensure that its objectives are being met and will be reviewed and revised, if necessary, in the light of legislative or organisational changes.

Specific areas to consider

Computers Tips to minimise the risk of a computer-related accident:

- site your computer near an electric socket to avoid trailing wires across the floor; if you use an extension cable make sure it doesn't overheat and nobody can trip over it
- take care not to overload electric sockets, use trailing multi-socket units rather than plug adapters

- always follow installation and service instructions in your computer guidebook closely. If in doubt, leave it to the experts
- electricity and water do not mix - keep drinks and plants well away from computers
- regularly check all electrical equipment for damaged plugs or frayed cables
- computers are large and bulky pieces of equipment, move them only if you feel confident in doing so, and with care, especially up and down stairs. Use a trolley and a lift and ask for help. Do not allow children to move computers
- do not allow children to play on or with computer swivel chairs
- make sure the computer is sited in a position where you have plenty of room to move and to get out of the room in an emergency

Health Risks

There are a number of health risks from using computers, most of which can be minimised or eliminated by awareness of the risks and by following advice available.

Repetitive Strain Injury (RSI) RSI results from performing repetitive movements, e.g. using the mouse, for a long period of time. The following tips are among many that will help you to avoid RSI:

- organise workloads to avoid using the computer for extended periods of time
- your screen, keyboard and mouse should be directly in front of you
- using document holders avoids having to lean over and bend your neck while looking at paperwork
- make sure the space underneath your desk is free from clutter and your legs have room to move
- use your mouse as close to the keyboard as possible
- adopt good posture while at the computer
- know how to adjust your chair to the most comfortable position
- minimise head and neck movements by altering the height of your monitor
- small people and children should use footrests
- wrist rests are not for use while typing, but for resting the wrists between spells of typing

Strained Eyes

Working for long periods of time on the computer can strain your eyes or can worsen existing eye conditions. Symptoms include eye discomfort, headaches, itchy eyes and difficulty in focusing. It is important to rest the eyes while working on the computer. Regularly look at more distant objects, e.g. use thinking time to look out of the window, and take frequent breaks from computer work. Visit the optician for regular eye check-ups and make sure you tell them if you are a frequent computer user.

Stress

Computer work can be stressful. Take frequent breaks and avoid work overload. Manual Handling You should be aware that injuries could be caused by incorrect handling of heavy equipment. You should familiarise yourself with the End User's Health and Safety Policy should you be required to handle equipment and ensure that you are fully compliant with their policies. More information regarding this issue can be found here: <http://www.hse.gov.uk/pubns/indg143.pdf>

Electricity

Electricity can kill and the two major risks from it are fire and electric shocks which can both be significantly reduced by taking a few simple precautions:

- i. Ensure that all electrical equipment is well maintained and that any cables or leads are fully intact. Leads or cables which reveal bare wires or have loose connections should not be used
- ii. Do not overload plug sockets and when using an extension lead try to ensure that it has surge protection
- iii. Do not attempt to adjust or repair electrical equipment when it is switched on or connected to the mains supply
- iv. If you have wet hands do not touch electrical equipment, switches or sockets

- v. Do not attempt to repair electrical equipment yourself as this is a job for a qualified professional
- vi. Switch off all electrical items at the end of the day – at the mains wherever possible

Changes to this Policy

The Company will notify you of any changes to this policy. Accident Reporting and Investigation All accidents or near misses, however minor, must be reported to the End User's designated Health and Safety representative. All accidents or dangerous occurrences must be reported and recorded in the End User's accident book. If you have an accident you should immediately notify the End User's Health & Safety Officer and the End User's appointed first aid officer so that you can receive first aid treatment immediately.

Fire

The End User will have re and emergency procedures in place and you must ensure that you are fully conversant with them and you should also ensure that you take part in any organized drills or similar procedures. Obstruction of escape routes or re escapes or exits from buildings is likely to endanger lives and therefore you should ensure that your personal belongings or equipment in your possession should never be left in one of these areas. If you are not sure of any of the End User's procedures you should contact the appropriate personnel and ask for further guidance.

Equal Opportunities Policy Statement

We strive to be an equal opportunities employer. In particular, we aim to ensure that all employees, potential employees and other individuals receive equal treatment (including access to employment, training and opportunity for promotion) regardless of their age, colour, disability, ethnic or national origin, marital status, nationality, religion, race, sex or sexuality. As part of this, we do not want any employee to be disadvantaged by a condition or requirement that cannot be shown to be justifiable. We will not tolerate discrimination in any form.

This policy does not form part of the contract of employment.

Every employee is advised that:

1. There shall be no discrimination on account of age, colour, disability, ethnic or national origin, marital status, nationality, religion, race, sex or sexuality;
2. Each employee has a personal responsibility for the practical application of the Company's equal opportunities policy, which extends to the treatment of employees, customers, independent contractors and such other person or organisation with whom the Company is concerned. This also applies to those policies that have been put in place at the premises of the End Users.
3. Breaches of this policy – or actions undermining it – will be considered serious disciplinary matters and may, in some cases, lead to dismissal;
4. In the case of any doubt or concern about the application of the policy in any particular instance you should consult the Company or the HR department of the End User

General

The Company commits itself to the immediate investigation of any claim of discrimination on the grounds stated in the policy statement (at A above) and, where such is found to be the case, a requirement that the practice cease forthwith. If an employee feels that s/he has suffered discrimination then, if appropriate, s/he should approach the relevant individual(s) to discuss and try to resolve the matter informally. It is recognised though that this will not always be possible or advisable, in which case an employee is encouraged to raise the matter with the Company or the HR department of the End User. Wherever possible, efforts will be made to identify and remove unnecessary barriers to meet the needs of under-represented groups.

Leaving Clarity Umbrella

On leaving, the Company will deduct from any money due to you such sums as you may owe to the Company. These may include, but are not restricted to, any loans, relocation assistance, court orders and payment made for holidays taken in excess of entitlement.

If you leave without giving notice and without the Company's agreement, you are in breach of your contract and you may forfeit some or all of any salary due to you.

Before leaving, you must hand over to your Client all articles belonging to the company including any documents, equipment and computer software used at home. Documents and software include (but are not limited to) correspondence, diaries, address books, databases, files, reports, plans, records or any other medium for storing information. You should not retain any copies, drafts, reproductions, extracts or summaries of documents and software.

After you have left the Company, you must not:

- Solicit or seek to entice away any Company staff
- Use or divulge to any person or organisation any confidential information relating to the business of Clarity Umbrella Ltd

Should your employment be terminated following disciplinary action it is likely you will receive payment in lieu of notice. However, as there are numerous reasons as to why someone is dismissed, payment in lieu of notice will be reviewed on an individual basis taking into consideration the reasons behind the dismissal.

Should you be dismissed for reasons of gross misconduct, your employment will be terminated immediately without the benefit of notice or payment in lieu of notice.

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Document Updates:

Starting with Clarity Umbrella: (c) General - Dated: 1st October 2019 (v2)