



Annai Constructions

## HR POLICY

IMSP 114

Rev - 00


# ANNAI CONSTRUCTIONS

## HR POLICY

Prepared by  
IMS Co-ordinator

Approved by  
Selvakumar

Date  
20-Nov-2018

 <b>Annai Constructions</b>	<b>HR POLICY</b>	<b>IMSP 114</b>  <b>Rev - 00</b>
---	------------------	--

## Introduction

### HR Policy Manual


This Human Resources Policy Manual is provided as a central reference for all managers, supervisors and employees and applies to staff across all locations where the Company carries out its work.

The specific policies that follow promote the philosophy of NNAI with regard to standards of excellence; terms of employment; employee development; and employee services.

It may be necessary to change these policies from time to time to reflect changes in the workforce, employment trends, economic conditions and Government legislation. However, any changes in policy will be consistent with the Company's approach to:

- Employing talented individuals whose creativity and imagination will support and contribute to achieving the Company's business objectives;
- Communicating Company standards and expectations in all aspects of employment ;
- Assuring equal employment opportunity and a workplace where relationships are based on mutual respect;
- Treating all staff, workers, contractors and customers in a professional, non-discriminatory manner;
- providing safe, effective working conditions.


<b>Prepared by</b>  <b>IMS Co-ordinator</b>	<b>Approved by</b>  <b>Selvakumar</b>	<b>Date</b>  <b>20-Nov-2018</b>
---	---	---------------------------------------

 <b>Annai Constructions</b>	<b>HR POLICY</b>	<b>IMSP 114</b>  <b>Rev - 00</b>
---	------------------	--

## CONTENT

<b>1. RECURITMENT AND SELECTION</b>	<b>4</b>
<b>2. INDUCTION POLICY</b>	<b>7</b>
<b>3. STANDRAD OF BUSINESS CONDUCT</b>	<b>9</b>
<b>4. INTERNET EMAIL POLICY</b>	<b>12</b>
<b>5. DISCIPLINARY PROCESS</b>	<b>14</b>
<b>6. GRIEVANCE PROCEDURE</b>	<b>17</b>
<b>7. PREVENTION OF HARASSMENT AT WORK PLACE</b>	<b>19</b>
<b>8. WHISTLE BLOWER POLICY</b>	<b>20</b>
<b>9. EQUALITY POLICY</b>	<b>22</b>
<b>10. DRUG AND ALCOHOL POLICY</b>	<b>23</b>
<b>11. HEALTH AND SAFETY POLICY</b>	<b>24</b>

<b>Prepared by</b>  <b>IMS Co-ordinator</b>	<b>Approved by</b>  <b>Selvakumar</b>	<b>Date</b>  <b>20-Nov-2018</b>
---	---	---------------------------------------

 <b>Annai Constructions</b>	<b>HR POLICY</b>	<b>IMSP 114</b>  <b>Rev - 00</b>
---	------------------	--

## 1. Recruitment and Selection

### 1. Introduction

Effective recruitment and selection is central and crucial to the successful functioning of NNAI. It depends on finding people with the necessary skills, expertise and qualifications to deliver the Company's strategic objectives and the ability to make a positive contribution to the values and aims of the organisation.


### 2. *Advertisements*

Vacancies will generally be advertised on Newspaper, Conveyed to existing employees to do reference, Company's web site. All vacancies will also be posted on the Company Intranet, and internal notice boards. NNAI is keen to facilitate internal promotions wherever possible as development opportunities for it's staff.

### 3. *Application Process*

- 3.1 Candidates for all posts will be asked to send their resume by Email (or) by post.
- 3.2 In applying for posts, all candidates will be provided with a job description, details of the appropriate conditions of service and details about the Company. A brief statement about the appointment procedure will also be provided and, if possible, an indication of the date (or week) when interviews will be held. The job description will include a list of the main duties and responsibilities of the post, together with an outline of the qualifications and experience which candidates are expected to possess.
- 3.3 In drawing up the job description and conditions of service the Company will ensure that no job applicant receives less favorable treatment than another on the grounds of disability, gender, race, religion or belief, age, sexual orientation, marital status, parental status, caring responsibilities or hours of work, and that no applicant is placed at a disadvantage unjustifiably by requirements or conditions which have a disproportionately adverse effect on a particular group.
- 3.4 Applicants will be required to supply the names and addresses of two people from whom references can be obtained, one of which should normally be the applicant's current or most recent employer.
- 3.5 Only references for short listed candidates for interview will be obtained. References will normally be sought prior to interview, unless the candidate indicates otherwise.

<b>Prepared by</b>  <b>IMS Co-ordinator</b>	<b>Approved by</b>  <b>Selvakumar</b>	<b>Date</b>  <b>20-Nov-2018</b>
---	---	---------------------------------------


 <b>Annai Constructions</b>	<b>HR POLICY</b>	<b>IMSP 114</b>  <b>Rev - 00</b>
---	------------------	--

- 3.6 Applicants will also be required to declare if they are related to any member of staff within the Company. Canvassing of members of the Company is not permitted. No manager should be put into a position where he or she is asked to interview a person to whom they are related.
- 3.7 All the CVs are private and confidential and should only be made available to those directly involved in the recruitment and selection process.
- 3.8 All application will be collated by Human Resources Department / Company Administrator and supplied to the appointing manager and interview panel for shortlisting purposes.
- 3.9 A shortlist of candidates will be drawn up for interview, based entirely on merit and suitability for the post but taking account of the Company's responsibilities in relation to the Equality legislation.

#### **4. Selection Methods**

- 4.1 Interviews will be held by a panel comprising of ideally three persons, but a minimum of two persons. The interviewers will encourage candidates to be at ease during the interview, in order that they can give a fair and accurate impression of themselves.
- 4.2 The selection and appointment of the key post will be made by top management people.
- 4.3 It should be remembered that an interview is a two-way process, and candidates will be given every opportunity to view the premises where they will work and ask questions about the Company, to ensure that they have a full understanding of the post for which they are applying and the way the Company operates.
- 4.4 All appointments will be made strictly on merit and related to the requirements of the job.
- 4.5 All interviewed candidates will be notified of the outcome of the selection process as soon as possible, either by telephone or email.
- 4.6 All unsuccessful candidates' application forms and interview notes will be retained for one year from the date of interviews taking place. After this date they will be destroyed.

<b>Prepared by</b>  <b>IMS Co-ordinator</b>	<b>Approved by</b>  <b>Selvakumar</b>	<b>Date</b>  <b>20-Nov-2018</b>
---	---	---------------------------------------

 <b>Annai Constructions</b>	<b>HR POLICY</b>	<b>IMSP 114</b>  <b>Rev - 00</b>
---	------------------	--

## 5. *Relevant Checks*

All offers of employment will be made conditional upon satisfactory results from the following:

- two satisfactory references;
- confirmation of the right to work in this company

## 6. *Probationary Period*

All appointments into the Company will be made subject to a probationary period of three calendar months. At the end of the probationary period, and subject to a satisfactory report by the appropriate head of section or line manager, employees will be notified in writing that they have successfully completed their probationary period.

# 2. Induction Policy and Checklist

## 1. General Policy Statement

NNAI believes that all new employees MUST be given timely induction training. This training is regarded as a vital part of staff recruitment and integration into the working environment. This policy, associated procedures and guidelines define the Company's commitment to ensure that all staff are supported during the period of induction, to the benefit of the employee and Company alike.

## 2. Aim

It is the aim of the Company to ensure that staff induction is dealt with in an organised and consistent manner, to enable staff to be introduced into a new post and working environment quickly, so that they can contribute effectively as soon as possible. This induction policy, associated procedures and guidelines aim to set out general steps for managers and staff to follow during the induction process. It is expected that all managers and staff will adhere to this policy.

The Company expects that the implementation of good induction practice by managers/supervisors will:

<b>Prepared by</b>  <b>IMS Co-ordinator</b>	<b>Approved by</b>  <b>Selvakumar</b>	<b>Date</b>  <b>20-Nov-2018</b>
---	---	---------------------------------------



- Enable new employees to settle into the Company quickly and become productive and efficient members of staff within a short period of time.
- Ensure that new entrants are highly motivated and that this motivation is reinforced.
- Assist in reducing staff turnover, lateness, absenteeism and poor performance generally.
- Assist in developing a management style where the emphasis is on leadership.
- Ensure that employees operate in a safe working environment.
- Will reduce costs associated with repeated recruitment, training and lost production.

### 3. The Company's Commitment


The Company Human Resources Department / Head Office will:

- Issue guidelines to familiarise managers and staff with the induction process.
- Maintain and update the Induction Policy.
- Provide a checklist for managers and staff to follow during the induction period.
- Ensure there is effective monitoring of the induction process particularly in the first three months.
- Deal with any problems promptly providing an efficient service for both managers and staff.
- Review all policy, procedure and guideline documents on a regular basis.
- Provide relevant formal training courses necessary to assist the induction process.

### 4. Induction Checklist

The Induction checklist is a very useful way of ensuring that information is imparted to new employees when they are likely to be most receptive. It avoids overloading employees with information during the first weeks whilst ensuring that all areas are covered. Managers/supervisors should ensure that these matters have been properly understood whilst the checklist is being completed, perhaps in the form of a weekly chat with the new entrant. Arrangements should also be made for the employee to visit any relevant departments with which they have regular contact in the course of their duties. At the end of the process the induction checklist should be signed by the relevant parties and placed in the member of staff's personnel file.

<b>Prepared by</b> <b>IMS Co-ordinator</b>	<b>Approved by</b> <b>Selvakumar</b>	<b>Date</b> <b>20-Nov-2018</b>
---	---	-----------------------------------

 <b>Annai Constructions</b>	<b>HR POLICY</b>	<b>IMSP 114</b>  <b>Rev - 00</b>
---	------------------	--

## 5. Induction Programmes


Induction programmes must be geared to the individual's needs.

## 6. *Completing the Induction Process*

Induction can be said to end when the individual become fully integrated into the organisation. Giving new employees the opportunity to ask questions several weeks into employment can be useful, and the induction checklist will provide this opportunity.

<b>Prepared by</b>  <b>IMS Co-ordinator</b>	<b>Approved by</b>  <b>Selvakumar</b>	<b>Date</b>  <b>20-Nov-2018</b>
---	---	---------------------------------------



 <b>Annai Constructions</b>	<b>HR POLICY</b>	<b>IMSP 114</b>  <b>Rev - 00</b>
---	------------------	--

### 3. Standards of Business Conduct

#### 1. *Introduction*

1.1 NNAI expects its staff (including temporary, agency, interim, contractor or consultant staff) to be scrupulously impartial and honest in all affairs relating to the Company and their job within it. All staff also bear a responsibility as employees to act as ambassadors for the Company in terms of their general conduct both within and outside the organisation. This policy outlines the responsibilities of staff working for the Company.

1.2 The duties of an employee are embodied in Common Law and built on by Statute.

1.3 Under Common Law the duties of an employee are as follows:

- to be ready and willing to work;
- to offer their services personally: for example must not subcontract the work for which they are employed;
- to take reasonable care in the exercise of that service, including the duty to be competent at work and to take care of the Company's property;
- to not wilfully disrupt the Company's business;
- to obey reasonable orders as to the time, place, nature and method of service;
- to work only for the Company in the Company's time;
- to disclose information to the Company relevant to the Company's business: for example that they might know or discover;
- to hold solely for the Company the benefit of any invention relevant to the business on which the Company is engaged;
- to respect the Company's trade secrets;
- in general, to be of good faith and do nothing to destroy the trust and confidence necessary for employment;
- to account for all benefits – monetary or in kind – received in the course of employment;
- to indemnify the employer for loss caused by the employee.

#### 2. *Standard of Conduct Required by the Company*

##### **Gifts and Hospitality**

<b>Prepared by</b>  <b>IMS Co-ordinator</b>	<b>Approved by</b>  <b>Selvakumar</b>	<b>Date</b>  <b>20-Nov-2018</b>
---	---	---------------------------------------



2.1 The Company requires its employees to ensure that gifts and hospitality offered by suppliers and potential suppliers of goods and services to the Company are declined. This applies, whether the gifts or hospitality are offered within, or outside normal working hours. The only exceptions to this are trivial gifts with a nominal value such as a calendar, diary, sweets can be accepted. All other gifts must be politely refused or, if received through the post, returned to the donor with a suitably worded letter signed by a line manager.

**Transaction of Private Business**

2.2 Employees having official dealings with contractors and other suppliers of goods or services must avoid transacting any kind of private business with them by any means other than the Company's normal commercial channels. No personal favours or transactions should be sought or accepted.

**Visits to Conferences, Demonstrations etc**

2.3 The Company intends that when it is necessary for employees to visit conferences, demonstrations and similar occasions, it should bear the travelling and subsistence expenses itself unless otherwise approved by a line manager

**Attendance at Luncheons, Receptions etc**


2.4 Where it is evident that the work of the Company will be facilitated, invitations to attend receptions, luncheons may be accepted under the following rules:

- no employee may accept an invitation without first obtaining the approval of their line manager;
- in exceptional circumstances, where it is not possible to seek prior approval, the facts should be reported immediately afterwards;
- if addressed personally, such an invitation may not be transferred to another employee, except with the consent and approval of a senior manager as above and with the concurrence of the party issuing the invitation;
- invitations involving attendance outside normal working hours may be accepted only on the authority of the Departmental Manager;
- as a general rule, any officer who has any doubts about the wisdom of accepting any hospitality should decline the offer.

NB The important difference between, for example, attendance in an official capacity at a function organised by the Company and the acceptance of hospitality from a private individual or firm should be recognised.

**Identification**

<b>Prepared by</b>  <b>IMS Co-ordinator</b>	<b>Approved by</b>  <b>Selvakumar</b>	<b>Date</b>  <b>20-Nov-2018</b>
---	---	---------------------------------------

 <b>Annai Constructions</b>	<b>HR POLICY</b>	<b>IMSP 114</b>  <b>Rev - 00</b>
---	------------------	--

2.6 Employees who have been issued with identity badges should wear or carry these whilst carrying out their duties.

### **Confidentiality**

2.7 At all times confidentiality must be maintained. No information can be released to unauthorised persons or organisations. The Chief Executive / Business Owner or other Senior Managers of the Company will inform employees of those authorised to receive information.

2.8 If doubt exists as to the validity of an organisation or individuals to receive information, this must be checked with a Senior Manager.

### **Outside Interests and Employment**

2.10 Outside interests include directorships, ownership, part ownership or material shareholdings in companies, business or consultancies likely to seek to do business with NNAI. These should be declared to the individual's line manager as should the interests of a spouse / partner or close relative.

### **Political and Civic Activities**

2.11 It is not the intention of NNAI, or this policy, to dissuade employees from participating actively in public duties. It is important, however, that by doing so there is no suggestion to a third party that the employee is acting on behalf of, or with the support of, NNAI. To avoid any misunderstanding, no Company employee should permit his or her company affiliation to be noted in any outside organisation's materials or activities without the express written approval of a member of senior management.

### **Bribery and Corruption**


2.12 The Company has a strict anti-bribery and corruption policy in line with the Companies Anti Bribery Policy.

### **General Conduct**

2.13 Employees should at all times conduct themselves in such a way as to enhance the reputation of the Company.

NNAI will support employees who become aware of and are willing to report breaches of this policy or who genuinely believe that a breach is occurring, has occurred or is likely to occur within the business. Employees should raise the issue internally with their manager or


<b>Prepared by</b>  <b>IMS Co-ordinator</b>	<b>Approved by</b>  <b>Selvakumar</b>	<b>Date</b>  <b>20-Nov-2018</b>
---	---	---------------------------------------

 <b>Annai Constructions</b>	<b>HR POLICY</b>	<b>IMSP 114</b>  <b>Rev - 00</b>
---	------------------	--

supervisor or in accordance with the Company's Policy on Disclosing Information ('Whistleblowing').

These standards of conduct are intended to underpin and clarify standards required by the Company of its employees and form a fundamental part of the employment contract. Staff who fail to comply with the guidance detailed in this Policy could be subject, following full investigation, to disciplinary action up to and including dismissal. If through their actions or omissions staff are found to be in contravention of either this Policy or, indeed, their legal responsibilities then the Company reserves the right to take legal action if it deems it to be necessary to do so.

<b>Prepared by</b>  <b>IMS Co-ordinator</b>	<b>Approved by</b>  <b>Selvakumar</b>	<b>Date</b>  <b>20-Nov-2018</b>
---	---	---------------------------------------

 <b>Annai Constructions</b>	<b>HR POLICY</b>	<b>IMSP 114</b>  <b>Rev - 00</b>
---	------------------	--

#### 4. Internet and Email Usage Policy and Guidelines

##### 1. *Introduction*

- 1.1 This policy sets out the obligations and expectations on employees of the Company including contractors and temporary staff, who use the Company's IT facilities. IT facilities are provided to assist with day to day work. It is important that they are used responsibly, are not abused, and that individuals understand the legal professional and ethical obligations that apply to them.

##### 2. *Authorisation*

No person is allowed to use Company IT facilities who has not previously been authorised to do so by the Company IT Department / Line Manager. Unauthorised access to IT facilities is prohibited and may result in either disciplinary action or criminal prosecution.

##### 3. *Responsibilities*

- 3.1 All Users are expected to act in a manner that will not cause damage to IT facilities or disrupt IT services. Any accidental damage or disruption must be reported to IT / Line Manager as soon as possible after the incident has occurred. Users are responsible for any IT activity which is initiated under their username.

##### 3.2 **Use of the Internet**

Use of the Internet by employees is encouraged where such use is consistent with their work and with the goals and objectives of the Company in mind. Reasonable personal use is permissible subject to the following:

- Users must not participate in any online activities that are likely to bring the Company into disrepute, create or transmit material that might be defamatory or incur liability on the part of the Company, or adversely impact on the image of the Company.
- Users must not visit, view or download any material from an internet site which contains illegal or inappropriate material. This includes, but is not limited to, pornography (including child pornography), obscene matter, race hate material, violence condoning messages, criminal skills, terrorism, cults, gambling and illegal drugs.

<b>Prepared by</b>  <b>IMS Co-ordinator</b>	<b>Approved by</b>  <b>Selvakumar</b>	<b>Date</b>  <b>20-Nov-2018</b>
---	---	---------------------------------------



- Users must not knowingly introduce any form of computer virus into the Company's computer network.
- Personal use of the internet must not cause an increase for significant resource demand, e.g. storage, capacity, speed or degrade system performance.
- Users must not "hack into" unauthorised areas.
- Users must not download commercial software or any copyrighted materials belonging to third parties, unless such downloads are covered or permitted under a commercial agreement or other such licence.
- Users must not use the internet for personal financial gain.
- Users must not use the Internet for illegal or criminal activities, such as, but not limited to, software and music piracy, terrorism, fraud, or the sale of illegal drugs.
- Users must not use the internet to send offensive or harassing material to other users.
- Use of the internet for personal reasons (e.g. online banking, shopping, information surfing) must be limited, reasonable and done only during non-work time such as lunch-time.
- Use of gambling sites, online auction sites and other such inappropriate websites is not permissible. If you are in any doubt, you should confirm with your line manager whether a site is permissible or not before accessing the site.
- Staff may face disciplinary action or other sanctions (see below) if they breach this policy.


### **3.3 Use of Email / Instant Messaging**

Messages sent or received on the Company email / IM system form part of the official records of the Company; they are not private property. The Company does not recognise any right of employees to impose restrictions on disclosure of such messages within the Company. These may be disclosed through legal obligations, as part of legal proceedings (e.g. tribunals), and as part of disciplinary proceedings. Users are responsible for all actions relating to their IT account including username and password, and should therefore make every effort to ensure no other person has access to their account.

## **5. Email Good Practice**

The Company has good practice guidelines for dealing with email when staff are out of the office for longer than three days. When activating the "out of office" facility messages should name an alternative member of staff for correspondents to contact if necessary. This will ensure that any important messages are picked up and dealt with within required timescales.

<b>Prepared by</b> <b>IMS Co-ordinator</b>	<b>Approved by</b> <b>Selvakumar</b>	<b>Date</b> <b>20-Nov-2018</b>
---	---	-----------------------------------

 <b>Annai Constructions</b>	<b>HR POLICY</b>	<b>IMSP 114</b>  <b>Rev - 00</b>
---	------------------	--


#### ***6. Legitimate Access to Prohibited Material***

There may be circumstances where Users feels that the nature of their work means that they are required to access or use material prohibited under this policy. If so, this should be discussed with the Line Manager concerned. The Company is legally responsible for the content and nature of all materials stored on/accessed from its network.

#### ***7. Remote Users***

Users may sometimes need to use Company equipment and access the Company network while working remotely, whether from home or while travelling. The standards set out in this document apply whether or not Company equipment and resources are being used.

<b><i>Prepared by</i></b>  <b><i>IMS Co-ordinator</i></b>	<b><i>Approved by</i></b>  <b><i>Selvakumar</i></b>	<b><i>Date</i></b>  <b><i>20-Nov-2018</i></b>
---	---	---

 <b>Annai Constructions</b>	<b>HR POLICY</b>	<b>IMSP 114</b>  <b>Rev - 00</b>
---	------------------	--

## 5. Disciplinary Procedure

### 1. Scope

The Company Disciplinary Procedure will be used only when necessary and as a last resort. Where possible, informal and/or formal counselling or other good management practice will be used to resolve matters prior to any disciplinary action being taken. The procedure is intended to be positive rather than punitive but takes cognisance of the fact that sanctions may have to be applied in some circumstances.

An employee can discuss any part of this policy with their Union Representative or their Line Manager. They can help clarify an employees rights as well as give guidance and support where it may be needed. Every individual has the right to representation at any point during the disciplinary process.

### 2. Suspension

Suspension is not disciplinary action. The purpose of suspension is manifold and can be used when it is necessary to remove a member of staff from the workplace pending an investigation for example, to allow time for a 'cooling down period' for both parties, for their own or others protection, to prevent them influencing or being influenced by others or to prevent possible interference with evidence. Only the Manager in charge of that individual, at that time or their superior, have the authority to suspend an individual.

An employee suspended from duty will receive written confirmation within three days of:

- the reason for the suspension
- the date and time from which the suspension will operate.
- the timescale of the ongoing investigation.
- the right of appeal to the immediate manager of the suspending manager should the suspension last more than 7 days


### 3. Counselling

Counselling is an attempt to correct a situation and prevent it from getting worse without having to use the disciplinary procedure. Where improvement is required, the employee must be given clear guidelines as to:

- what is expected in terms of improving shortcomings in conduct or performance

<b>Prepared by</b>  <b>IMS Co-ordinator</b>	<b>Approved by</b>  <b>Selvakumar</b>	<b>Date</b>  <b>20-Nov-2018</b>
---	---	---------------------------------------



 <b>Annai Constructions</b>	<b>HR POLICY</b>	<b>IMSP 114</b>  <b>Rev - 00</b>
---	------------------	--

- the time scales for improvement
- when this will be reviewed
- the employee must also be told, where appropriate, that failure to improve may result in formal disciplinary action.

A record of the counselling should be given to the employee and a copy retained in their personnel file. It is imperative that any counselling should be followed up and improvements recognised and recorded. Once the counselling objectives have been met, any record of the counselling will be removed from the employees file.

If during counselling it becomes clear that the matter is more serious, then the discussion should be adjourned, and pursued under the formal disciplinary procedure.

#### **4. Warnings**

##### **Examples of Minor Misconduct**

Below are listed examples of misconduct which may warrant either a Verbal Warning or a First Written Warning. It is stressed however that this list is not exhaustive and that on all occasions a full and proper investigation must take place prior to the issue of a warning.

- Persistent lateness and poor time-keeping.
- Absence from work, including going absent during work, without valid reason, notification or authorisation.
- Smoking within unauthorised areas.
- Failure to work in accordance with prescribed procedures.
- Incompetence.
- Unreasonable standards of dress or personal hygiene.
- Failure to observe Company regulations and procedures.

##### **Verbal Warning**


A Verbal Warning is appropriate when it is necessary for the manager in charge to take action against an employee for any minor failing or minor misconduct.

##### **First Written Warning**

A First Written Warning is appropriate when:

- a verbal warning has not been heeded and the misconduct is either repeated or performance has not improved as previously agreed.

<b>Prepared by</b>  <b>IMS Co-ordinator</b>	<b>Approved by</b>  <b>Selvakumar</b>	<b>Date</b>  <b>20-Nov-2018</b>
---	---	---------------------------------------

 <b>Annai Constructions</b>	<b>HR POLICY</b>	<b>IMSP 114</b>  <b>Rev - 00</b>
---	------------------	--

- an offence is of a more serious nature for which a written warning is more appropriate.
- the recurrence or accumulation of an offence/ offences, if left, will lead to more severe disciplinary action.

### **Examples of Gross – Misconduct**

Listed below are examples of misconduct which may be considered to be Gross Misconduct and may warrant a Final Warning, Demotion or Dismissal. It is stressed however that this list is not exhaustive and that on all occasions a full and proper investigation must take place prior to the issuing of a Final Warning, Demotion or Dismissal.

- Theft, including unauthorised possession of Company property.
- Breaches of confidentiality, prejudicial to the interest of the Company,
- Being unfit for duty because of the misuse/consumption of drugs or alcohol.
- Refusal to carry out a management instruction which is within the individuals capabilities and which would be seen to be in the interests of the Company.
- Breach of confidentiality / security procedures.
- Physical assault, breach of the peace or verbal abuse.
- False declaration of qualifications or professional registration.
- Failure to observe Company rules, regulations or procedures.
- Wilful damage of property at work.
- Incompetence or failure to apply sound professional judgement.

### **Final Written Warning**

A Final Written Warning is appropriate when:

- an employee's offence is of a serious nature falling just short of one justifying dismissal.
- an employee persists in the misconduct which previously warranted a lesser warning.

### **Dismissal**

Dismissal is appropriate when

- an employee's behaviour is considered to be Gross Misconduct.
- an employees misconduct has persisted, exhausting all other lines of disciplinary procedure.

<b>Prepared by</b>  <b>IMS Co-ordinator</b>	<b>Approved by</b>  <b>Selvakumar</b>	<b>Date</b>  <b>20-Nov-2018</b>
---	---	---------------------------------------

 <b>Annai Constructions</b>	<b>HR POLICY</b>	<b>IMSP 114</b>  <b>Rev - 00</b>
---	------------------	--

<b>Prepared by</b>  <b>IMS Co-ordinator</b>	<b>Approved by</b>  <b>Selvakumar</b>	<b>Date</b>  <b>20-Nov-2018</b>
---	---	---------------------------------------



## 6. Grievance Procedure

The grievance procedure is intended as the tool by which a member of staff may formally have a grievance, regarding any condition of their employment, heard by the management of the Company. The aggrieved employee has the right to representation by a Trade Union Representative or a work colleague

In the event of a member of staff wishing to raise a grievance, it is preferable for the grievance to be satisfactorily resolved as close to the individual and their line manager as possible. It is understood however that this is not always possible and that a formal procedure is required to ensure the swift and fair resolution of matters which aggrieve the Company's employees.

Time scales have been fixed to ensure that grievances are dealt with quickly, however these may be extended if it is agreed upon by both parties.

This procedure is not intended to deal with:

1. Dismissal or disciplinary matters which are dealt with in a separate procedure.
2. Disputes, which are of a collective nature and which are dealt with in a separate procedure.

### 1. Stage 1

An employee who has a grievance, should raise the matter with his line manager / supervisor immediately either verbally or in writing. If the matter itself concerns the employee's immediate manager, then the grievance should be taken to their superior.


If the manager is unable to resolve the matter at that time then a formal written grievance form should be submitted (see appendix 1). The manager should then respond within **2 working days** (i.e. the managers normal working days) to the grievance unless an extended period of time is agreed upon by both parties. The response will give a full written explanation of the managers decision and who to appeal to if still aggrieved.

### 2. Stage 2

In most instances the Company would expect the managers' decision to be final and for the matter to come to a close. However, in some circumstances the employee may remain aggrieved and can appeal against the decision of the manager concerned.

The appeal, to the manager next in line, must be made within ten working days of the original response to the employee's grievance. The appeal must be in writing (see appendix 2) and contain the original formal Grievance form. This manager will attempt to resolve the

<b>Prepared by</b>  <b>IMS Co-ordinator</b>	<b>Approved by</b>  <b>Selvakumar</b>	<b>Date</b>  <b>20-Nov-2018</b>
---	---	---------------------------------------

 <b>Annai Constructions</b>	<b>HR POLICY</b>	<b>IMSP 114</b>  <b>Rev - 00</b>
---	------------------	--

grievance. A formal response and full explanation will be given in writing, as will the name of the person to whom they can appeal if still aggrieved, **within 7 days**.

Where the 'next in line' manager at this stage is the Director with responsibility for the employees function, then the grievance should immediately progress to stage 3.

### **3. Stage 3**

If the employee remains aggrieved there will be a final level of appeal to the Director responsible for the employees function. This appeal must be made in writing (see appendix 3), enclosing a copy of the original Formal Grievance form, to the Director within ten working days of receipt of the Stage 2 response. This Director will arrange and hear the appeal with another management representative and respond formally with a full explanation **within 20 working days**.

Where a grievance is raised against a Director then the grievance will be heard by the Chief Executive / Business Owner.

There is no further right of appeal. Where however **both** parties agree that there would be some merit in referring the matter to a third party for advice, conciliation or arbitration, arrangements will then be made to find a mutually acceptable third party.


### **4. Using mediation**

An independent third party or mediator can sometimes help resolve grievance issues before it is necessary to invoke the formal procedure. Mediation is a voluntary process where the mediator helps two or more people in dispute to attempt to reach an agreement. Any agreement comes from those in dispute, not from the mediator. The mediator is not there to judge, to say one person is right and the other wrong, or to tell those involved in the mediation what they should do. The mediator is in charge of the process of seeking to resolve the problem but not the outcome.

NNAI will seek to identify employees who have been trained and accredited by an external mediation service who can act as internal mediators in addition to their day jobs. When this is not appropriate the Company will source an external mediation provider. Mediators will work individually or in pairs as co-mediators.

There are no hard-and-fast rules for when mediation is appropriate but it can be used:


<b>Prepared by</b>  <b>IMS Co-ordinator</b>	<b>Approved by</b>  <b>Selvakumar</b>	<b>Date</b>  <b>20-Nov-2018</b>
---	---	---------------------------------------

 <b>Annai Constructions</b>	<b>HR POLICY</b>	<b>IMSP 114</b>  <b>Rev - 00</b>
---	------------------	--

- for conflict involving colleagues of a similar job or grade, or between a line manager and their staff
- at any stage in the conflict as long as any ongoing formal procedures are put in abeyance
- to rebuild relationships after a formal dispute has been resolved
- to address a range of issues, including relationship breakdown, personality clashes, communication problems and bullying and harassment.

Mediation is not part of NNAI's formal grievance procedure. However, if both parties agree to mediation, then the grievance procedure can be suspended in an attempt to resolve the grievance through that route. If mediation is not successful, then the grievance procedure can be re-commenced.

<b>Prepared by</b>  <b>IMS Co-ordinator</b>	<b>Approved by</b>  <b>Selvakumar</b>	<b>Date</b>  <b>20-Nov-2018</b>
---	---	---------------------------------------


 <b>Annai Constructions</b>	<b>HR POLICY</b>	<b>IMSP 114</b>  <b>Rev - 00</b>
---	------------------	--

## 7. Prevention of Harassment at Work

### 1. *Statement of Policy*

1. NNAI is committed to encouraging and maintaining good employee relations within a working environment which fosters team working and encourages employees to give of their best. Everyone in the Company and those who have dealings with the Company has a responsibility to maintain good working relationships and not use words or deeds that may harm the wellbeing of others. In addition to the obligations placed upon both employers and employees by the Equality and Human Rights legislation, everyone has the right to be treated with consideration, fairness, dignity and respect. This contributes to a workplace environment in which individuals feel safe and can work effectively competently and confidently.
2. The Company's policy applies to all staff working within the organisation and to all employees working off the premises. It extends to include non-permanent workers such as secondees, contractors, agency, temporary staff, consultants and any other workers. The policy, in addition, covers the behaviour of staff outside working hours which may impact upon work or working relationships.
3. The Company has a "zero tolerance" policy and will investigate vigorously any allegations of bullying or harassment, regardless of whether the matter has been raised formally or informally.

<b>Prepared by</b>  <b>IMS Co-ordinator</b>	<b>Approved by</b>  <b>Selvakumar</b>	<b>Date</b>  <b>20-Nov-2018</b>
---	---	---------------------------------------

 <b>Annai Constructions</b>	<b>HR POLICY</b>	<b>IMSP 114</b>  <b>Rev - 00</b>
---	------------------	--

## 8. "Whistleblowing" Policy

### 1. *Introduction*

NNAI is committed to the highest standards of openness, probity and accountability.

An important aspect of accountability and transparency is a mechanism to enable staff and other members of the Company to voice concerns in a responsible and effective manner. It is a fundamental term of every contract of employment that an employee will faithfully serve his or her employer and not disclose confidential information about the employer's affairs. Nevertheless, where an individual discovers information which they believe shows serious malpractice or wrongdoing within the organisation then this information should be disclosed internally without fear of reprisal, and there should be arrangements to enable this to be done independently of line management (although in relatively minor instances the line manager would be the appropriate person to be told).

It should be emphasised that this policy is intended to assist individuals who believe they have discovered malpractice or impropriety. It is not designed to question financial or business decisions taken by the Company nor should it be used to reconsider any matters which have already been addressed under harassment, complaint, disciplinary or other procedures.


### 2. *Scope of Policy*

This policy is designed to enable employees of the Company to raise concerns internally and at a high level and to disclose information which the individual believes shows malpractice or impropriety. This policy is intended to cover concerns which are in the public interest and may at least initially be investigated separately but might then lead to the invocation of other procedures e.g. disciplinary. These concerns could include

- Financial malpractice or impropriety or fraud
- Failure to comply with a legal obligation or Statutes
- Dangers to Health & Safety or the environment
- Criminal activity
- Improper conduct or unethical behaviour
- Attempts to conceal any of these

<b>Prepared by</b>  <b>IMS Co-ordinator</b>	<b>Approved by</b>  <b>Selvakumar</b>	<b>Date</b>  <b>20-Nov-2018</b>
---	---	---------------------------------------



 <b>Annai Constructions</b>	<b>HR POLICY</b>	<b>IMSP 114</b>  <b>Rev - 00</b>
---	------------------	--


### 3. *Safeguards*

#### **i. Protection**

This policy is designed to offer protection to those employees of the Company who disclose such concerns provided the disclosure is made:

- in good faith
- in the reasonable belief of the individual making the disclosure that it tends to show malpractice or impropriety and if they make the disclosure to an appropriate person (see below). It is important to note that no protection from internal disciplinary procedures is offered to those who choose not to use the procedure. In an extreme case malicious or wild allegations could give rise to legal action on the part of the persons complained about.

<b>Prepared by</b>  <b>IMS Co-ordinator</b>	<b>Approved by</b>  <b>Selvakumar</b>	<b>Date</b>  <b>20-Nov-2018</b>
---	---	---------------------------------------

 <b>Annai Constructions</b>	<b>HR POLICY</b>	<b>IMSP 114</b>  <b>Rev - 00</b>
---	------------------	--

## 9. Equality Policy


### 1. Policy Statement

1. NNAI recognises that discrimination and victimisation is unacceptable and that it is in the interests of the Company and its employees to utilise the skills of the total workforce. It is the aim of the Company to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the **protected characteristics**).
2. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.
3. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our employment.
4. All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.
5. Our staff will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of the Company's goods and services.
6. This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.
7. Third-party harassment occurs where a Company employee is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or customers. NNAI will not tolerate such actions against its staff, and the employee concerned should inform their manager / supervisor at once that this has occurred. NNAI will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

<b>Prepared by</b>  <b>IMS Co-ordinator</b>	<b>Approved by</b>  <b>Selvakumar</b>	<b>Date</b>  <b>20-Nov-2018</b>
---	---	---------------------------------------

 <b>Annai Constructions</b>	<b>HR POLICY</b>	<b>IMSP 114</b>  <b>Rev - 00</b>
---	------------------	--

<b>Prepared by</b>  <b>IMS Co-ordinator</b>	<b>Approved by</b>  <b>Selvakumar</b>	<b>Date</b>  <b>20-Nov-2018</b>
---	---	---------------------------------------


 <b>Annai Constructions</b>	<b>HR POLICY</b>	<b>IMSP 114</b>  <b>Rev - 00</b>
---	------------------	--

## 10. Drug and Alcohol Abuse Policy

### 1. Introduction

1. NNAI recognises that alcohol and drug abuse related problems are an area of health and social concern. It also recognises that a member of staff with such problems needs help and support from his / her employer.
2. The Company also recognises that alcohol and drug abuse problems can have a detrimental effect on work performance and behaviour. The Company has a responsibility to its employees and customers to ensure that this risk is minimised.
3. Accordingly, Company policy involves two approaches:
  - Providing reasonable assistance to the member of staff with an alcohol or drug abuse problem who is willing to co-operate in treatment for that problem.
  - Disciplinary rules, enforced through disciplinary procedures, where use of alcohol or drugs (other than on prescription) affects performance or behaviour at work, and where either (1) an alcohol or drug dependency problem does not exist or (2) where treatment is not possible or has not succeeded.
4. The Company has not the internal resources to provide or arrange treatment or other forms of specialist assistance. Such services are provided by GPs, hospitals and other agencies. Through this policy the Company will seek both to assist a member of staff in obtaining such specialist help, and to protect his/her employment.

<b>Prepared by</b>  <b>IMS Co-ordinator</b>	<b>Approved by</b>  <b>Selvakumar</b>	<b>Date</b>  <b>20-Nov-2018</b>
---	---	---------------------------------------

 <b>Annai Constructions</b>	<b>HR POLICY</b>	<b>IMSP 114</b>  <b>Rev - 00</b>
---	------------------	--

## 11. Health and Safety Policy

### 1. *Statement of General Policy*

The Company fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. The Company requires its Chief Executive to ensure that the following policy is implemented and to report annually on its effectiveness.

### 2. *Management Organisation and Arrangements*

This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management processes.

### **Safety Officer**

The Safety Officer is a nominated manager responsible for co-ordinating effective health and safety policies and controls across the organisation.

The Safety Officer is responsible for:

- the production and maintenance of the Company's policy and ensuring that Department Guidelines are consistent with policy;
- its application;
- monitoring and reporting on the effectiveness of the policy;
- the provision of general advice about the implication of the law;
- the identification of health and safety training needs. The safety officer also acts on behalf of the Chief Executive, as the Company's formal link with the Health and Safety Executive, Environment Health Departments and other external agencies;
- the production and maintenance of Health and Safety Codes of Practice for each aspect of the services within the Company.

<b>Prepared by</b>  <b>IMS Co-ordinator</b>	<b>Approved by</b>  <b>Selvakumar</b>	<b>Date</b>  <b>20-Nov-2018</b>
---	---	---------------------------------------