



Angard Staffing Attendance Policy

Angard Staffing is committed to ensuring its staff maintain high levels of attendance whilst on assignments. This policy sets out Angard Staffing's expectations of employees in relation to attendance and the consequences of not meeting those standards.

Main topic areas

- Overview
- Sickness / Ill health procedure
- Unsatisfactory sickness record
- Appeal
- Review

Getting help

Telephone: Angard Helpline Number 0333 240 8502 or email angard.employee@reedglobal.com.

For web access go to: www.angardstaffing.co.uk.

Overview

This policy applies to employees of Angard Staffing (**Angard**) whilst they are on assignments with Royal Mail Group Limited (**Royal Mail**). It does not form part of employees' contracts.

This policy is effective from 1st April 2014.

Sickness/ill health procedure

If you are unable to attend an assignment you should report in immediately to Angard on the Angard Helpline Number 0333 240 8502 or email angard.employee@reedglobal.com Absence due to sickness / ill health will be paid by SSP, company sick pay will not be paid.

This procedure is designed to assist all employees who are unable to attend for work because of ill health. The procedure will apply to all employees once they have completed their probationary period.

Unsatisfactory sickness record

The following are examples of unsatisfactory attendance:

- long-term absence due to injury or sickness; or
- frequent short-term absence due to minor ailments.

In appropriate circumstances, Angard may require you to be:

- (a) examined by an independent medical practitioner and/ or specialist of its choosing. In this event, you agree to co-operate with such a request and to permit the medical practitioner and/ or specialist to discuss with Angard the findings of his examination, his prognosis for your future recovery and if appropriate any reasonable adjustments that might be made to your working arrangements to assist your return to work; and/ or
- (b) interviewed by Angard if there is a possibility, in Angard's opinion, that your absence is wholly or partly due to a personal or domestic difficulty or there are other circumstances with which Angard might be able to assist you.

The findings of the medical practitioner and / or specialist and / or the Human Resources Department will be taken into account when Angard considers the kind of action, if any, which it will take in respect of your absence from work.

If appropriate, after such examination / interview, you may be given a first warning by your Manager which will be confirmed to you in writing. The Disciplinary Procedure will be followed if Angard Staffing contemplates imposing a monitoring period. If a monitoring period is imposed this will specify a period (the length of which usually will depend upon your particular health or welfare difficulties), over which your attendance will be monitored by Angard Staffing and a specified measure of improvement will be required of you. You are likely to be expected to have returned to work at the end of this period.

If appropriate at the end of such period, you may be requested to undergo another examination and/ or interview the results of which Angard will take into account when it considers the kind of action, if any, which it is appropriate to take.

In accordance with the Disciplinary Policy such action may include:

- (a) the issue of a final warning by Angard which will be confirmed to you in writing and will specify a further period over which your attendance will be monitored and the level of improvement expected of you during such period. This warning will state that failure to show the necessary improvement within the specified period will result in your dismissal; and/or

- (b) your dismissal on notice if Angard concludes, following your medical examination, that you are not likely to be fit to return to work in the foreseeable future having given consideration to the possibility of reduced hours or suitable alternative employment, that in all the circumstances, the needs of its business render it impracticable to await further your return to health or fitness.

In making any decisions under this policy Angard will take into account the nature of your medical condition and, in particular, whether any reasonable adjustments need to be made for a disability.

Appeal

You have the right to appeal against any decision made under this procedure. The procedure relating to appeals will be the same as that set out in the Disciplinary Policy.

Review

Angard will keep this policy under review and may need to update it from time-to-time to suit the needs of the business.