

# STATEMENT OF MAIN TERMS OF EMPLOYMENT

This contract along with the associated policies and procedures sets out the particulars of the main terms on which Tactical Security Options Limited, Room 704 Cameron House, Whitecross Industrial Estate, South Road, Lancaster, Lancashire, England, LA1 4XF

**Employs:** .....

## COMMENCEMENT DATE

Your employment began on ..... No previous employment counts as part of your period of continuous employment.

Your employment is temporary and is expected to end on or before .....

## JOB TITLE

You are employed as ..... and your duties will be as advised by your Manager Your duties may be modified from time to time to suit the needs of the business.

## PROBATIONARY PERIOD – APPLICABLE TO NEW EMPLOYEES ONLY

You join us on an initial probationary period of sixteen weeks to enable the Company to complete the security vetting compliant with BS7858. During this period your work performance and general suitability will be assessed and, if it is satisfactory, your employment will continue. However, if your work performance is not up to the required standard, or you are considered to be generally unsuitable, we may either take remedial action (which may include the extension of your probationary period) or terminate your employment at any time. You will be informed of the outcome of your probationary period by your Line Manager and you should not consider your probationary period to have passed until such notification has been received.

We reserve the right not to apply our full contractual capability and disciplinary procedures during your probationary period.

## JOB FLEXIBILITY

It is an express condition of employment that you are prepared, whenever necessary, to undertake alternative duties within our business. This flexibility is essential for operational efficiency as the type and volume of work is always subject to change.

## PLACE OF WORK

You will normally be required to work at our Client sites as directed. You will not be required to work outside the United Kingdom.

## MOBILITY

It is a condition of your employment that you are prepared, whenever applicable, to travel to any of our Client sites as required by the needs of the business. This mobility is essential to the smooth running of our business.

## HOURS OF WORK

Your normal hours of work are variable each week dependent on the needs of the business and as per the rota. You will be asked your availability to enable the rota to be finalised on a weekly basis. You will be expected to work a minimum of ..... hours per week over seven days on which work could fall between Monday to Sunday, with a minimum of ..... hours per day, between .....am/pm and ..... am/pm.

You are not expected to work on more than ..... days per week. You will receive a ..... minute unpaid/paid break each shift that you work more than 6 consecutive hours.

### **LATENESS/ABSENTEEISM**

You must attend for work punctually at the specified time(s) and you are required to comply strictly with any time recording procedures relating to your work.

All absences must be notified in accordance with the sickness reporting procedures laid down within this document.

Lateness or absence may result in disciplinary action and/or loss of appropriate payment.

You will be required to sign in/out at each site as per the assignment instructions.

In the event of absence or lateness from work, because of sickness, injury or other. You the employee must inform the company POC/office/relevant Manager in advance, or as soon as reasonably practicable. Notification should be by telephone call ONLY and if you have to leave a message and it should be backed up by text; first poc General Manager followed by MD as a last resort. Failure to do so will be deemed as 'unauthorised absence' which will be considered as a breach of contract and could result in termination of the same.

### **REMUNERATION**

Your wage will be payable weekly, in arrears by BACS. Your wage will be Venue dependant (some Venue's hourly rates may differ from others). A premium may be paid where negotiated with the venue, based on location, tasks, or other agreements. Additional rates, bonus or honorarium may be paid for selected duties, in addition to the basic set rate.

No advance payments will be made, unless the Director authorises it in writing only, to the employee. We will ensure that you always receive no less than the National Minimum Wage.

If you are overpaid for any reason, the total amount of the overpayment will normally be deducted from your next payment but if this would cause hardship, arrangements may be made for the overpayment to be recovered over a longer period.

### **SHORTAGE OF WORK**

In the event that the Company is faced with a shortage of work, or is unable to provide you with work for any other reason, then you agree that the Company may temporarily:

- place you on short-time working, in which case you will be paid for those hours worked; or
- lay you off from work, in which case you will be paid in accordance with the statutory guarantee pay provisions in place at that time; or
- designate you as a furloughed (or similar) worker, in accordance with the terms of any Government furlough (or similar) scheme in place from time to time, in which case during such period, if required, you agree to a reduction in your hours or will cease to carry out any work for the Company. (For this purpose you agree that the Company may adjust your hours, salary and benefits by an appropriate amount to reflect the needs of the business at that time and ensure that it receives reimbursement of salary and benefits under the said scheme to the fullest extent possible).

The entirety of this section entitled "Shortage of work" forms part of your contractual terms and conditions.

### **COLLECTIVE AGREEMENTS**

No collective agreements directly affect your terms and conditions of employment.

## BENEFITS

In addition to any which may be mentioned elsewhere in this statement, your position has the benefit of:

- An Employee Assistance Programme
- Tools/equipment required for the performance of duties
- Free uniform
- Free parking on Company premises once you have registered your vehicle at reception for that day
- fuel allowance were appropriate and agreed
- reimbursement of travel expenses were appropriate and agreed

Details of the above are shown separately. The details included above do not form part of your contract of employment and may be amended or withdrawn at any time.

## ANNUAL LEAVE AND PUBLIC/BANK HOLIDAYS

Your holiday year begins on 1st January and ends on 31st December each year, during which you will receive a paid holiday entitlement of 5.6 weeks inclusive of any public/bank holidays which you may choose to request. In your first holiday year your entitlement will be proportionate to the amount of time left in the holiday year.

Your holiday pay will be based on your average earnings over the previous 52 weeks in which wages were payable.  $\text{Number of hours worked} / 100 \times 12.07 = \text{Time accrued as annual leave.}$

The public/bank holidays each year are:

New Year's Day	The last Monday in May
Good Friday	The last Monday in August
Easter Monday	Christmas Day
The first Monday in May	Boxing Day

Due to the nature of our business, you may not take annual leave during festivals, bank holiday weekends, the Christmas and new year period.

It is our policy to encourage you to take all of your holiday entitlement in the current holiday year. We do not permit holidays to be carried forward and no payment in lieu will be made in respect of untaken holidays other than in the event of termination of your employment.

You must complete the holiday request form, and have it authorised by your Line Manager before you make any firm holiday arrangements.

You should give at least one months' notice of your intention to take holidays of over one week in duration and one weeks' notice is required for odd single days. You will not normally be granted more than two working weeks consecutively.

In the event of termination of employment holiday entitlement will be calculated as 1/12th of the annual entitlement for each completed month of service during that holiday year and any holidays accrued but not taken will be paid for. However, in the event of you having taken any holidays in the current holiday year, which have not been accrued pro-rata, then the appropriate payments will be deducted from your final pay.

We may require you to take any outstanding annual leave entitlement during your notice period.

## OTHER PAID LEAVE

You are entitled to the following types of paid leave subject to any qualifying criteria and notification requirements:

- Maternity, paternity, adoption, shared parental leave with pay in line with statutory entitlements in place from time to time; and
- Qualifying parents are entitled to parental bereavement leave in line with statutory entitlements in place from time to time.

## **SICK LEAVE, PAY AND CONDITIONS**

Any sickness absence taken is paid in line with the current SSP scheme.

You must notify your Line Manager by telephone on the first day of absence and at the earliest possible opportunity and by no later than 2 hours before your start time. Other than in exceptional circumstances notification must be made personally. Text messages and emails are not accepted as a method of notification.

If your sickness extends to more than seven days, you are required to notify us of your continued incapacity once a week thereafter.

On return to work after any period of sickness/injury absence (including absence covered by a medical certificate), you are also required to complete a self-certification absence form and hand this to your Line Manager.

Subject to meeting the qualifying conditions, you will be entitled to statutory sick pay (SSP) from us during absence as a result of sickness or injury.

Submission of a medical certificate or sickness self-certification absence form, although giving us the reason for your absence, may not always be regarded by us as sufficient justification for accepting your absence. Sickness is just one of a number of reasons for absence and although it is understandable that if you are sick you may need time off, continual or repeated absence through sickness may not be acceptable to us.

In deciding whether your absence is acceptable or not we will take into account the reasons and extent of all your absences, including any absence caused by sickness/injury. We cannot operate with an excessive level of absence as all absence, for whatever reason, reduces our efficiency.

We will take a serious view if you take sickness/injury leave which is not genuine, and it will result in disciplinary action being taken. In addition, we will take a serious view if you are found to be undertaking any activity during sickness absence which we reasonably believe is inconsistent with being incapable of work at that time despite the presence of an illness, injury or medical condition. Disciplinary action will be taken in this instance.

If we consider it necessary, we may ask your permission to contact your doctor and/or for you to be independently medically examined by our Occupational Health Specialist, Health Assured Limited.

## **TRAINING**

At the commencement of your employment, you will receive training for your specific job, and as your employment progresses your skills may be extended to encompass new job activities within the business. It is a condition of your employment that you participate in any training deemed necessary by us for you to reach the required levels of attainment standards.

You are also required to undertake the following external training courses:

1. Online funded training course

No further training entitlement is offered by the Company.

## CAPABILITY AND DISCIPLINARY PROCEDURES

The disciplinary rules and procedures that will apply when dealing with capability or disciplinary issues are shown under the headings “Capability Procedures” and “Disciplinary Procedures” in the Additional Policies and Procedure document to which you should refer.

## CAPABILITY/DISCIPLINARY APPEAL PROCEDURE

Should you be dissatisfied with any decision to take action or dismiss you on capability/disciplinary grounds, you must apply, either verbally or in writing, to the Director within five working days of the decision you are complaining against. The Company will exercise discretion in hearing appeals which are submitted outside of this timeframe. Further information can be found in the Additional Policies and Procedure document under the heading “Capability/Disciplinary Appeal Procedure” to which you should refer.

## GRIEVANCE PROCEDURE

Should you feel aggrieved at any matter relating to your employment, raise a grievance promptly with a Manager, either verbally or in writing. Whilst there is no deadline by which grievances must be lodged, it may be more difficult for the Company to effectively deal with your grievance if the complaints relate to something which took place a long time ago. Further information can be found in the Additional Policies and Procedure document.

## NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYER

Under 1 month's service - Nil.

1 month but less than 2 years' service – 1 week.

2 years' service or more - 1 week for each completed year of service to a maximum of 12 weeks after 12 years.

## NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYEE

Under 1 month's service - Nil.

1 month's service or more – 1 week.

## PAY IN LIEU OF NOTICE

We reserve the contractual right to give pay in lieu of all or any part of the above notice by either party.

## PENSION AND PENSION SCHEME

We operate a contributory pension scheme into which you will be auto-enrolled (subject to the conditions of the scheme). Further details are available from details from your Line Manager.

**SIGNATURE:**

For and on behalf of the Employer

**DATE**

**I acknowledge receipt of this Contract and confirm my agreement to the terms and conditions.**

**SIGNATURE:**

Employee

**DATE**