

CONTENTS SECTION

1. Welcome Letter from the [CEO or Managing Director]
2. Company Overview and History
3. Corporate Goals
4. Annual Leave
5. Absence Policy
6. Maternity Policy
7. Paternity Policy
8. Shared Parental Leave Policy
9. Disciplinary Procedure
10. Grievance Procedure
11. Workstation Usage Policy
12. Equality Policy
13. Data Protection Policy
14. Flexible Working Policy
15. Redundancy Policy
16. Whistleblowing Policy
17. Working Time Regulations
18. Communications
19. Anti Bribery

This Employee Handbook does not form part of your terms and conditions of employment and can be changed by the company at any time.