

Summary of policies and procedures detailed in the Gresham House Staff Handbook, and other key HR policies and practices

Gresham House’s Staff Handbook applies to employees of Gresham House (employment entity is Gresham House Holdings Ltd) or any of its operating companies.

Below is a high-level summary of the contents of the Staff Handbook which sets out and clarifies the policies, practices, rules, regulations and benefits applicable to employees, so that they are aware of what is expected of them and what they can expect from Gresham House.

The Handbook is updated as and when necessary. As a responsible employer, Gresham House regularly reviews its terms and conditions of employment. Accordingly, Gresham House may vary the contents of the Handbook and the documents referred to in it, from time to time, to take account of changes in statutory, commercial, operating or other circumstances. Changes may be given by way of an individual notice or general notices to all employees.

Handbook element	Summary of details
Working Time	Working time policy reflecting agreed normal weekly hours and statutory rights to rest periods.
Holiday	Holiday policy reflecting entitlement to holiday specified in Individual Terms, terms for approval, notice and pay.
Sickness and Absence	Includes details on: - Reporting and certification procedure; - Terms for payment during absence due to sickness or injury; - Medical examinations and other absences from work, including public service and court attendance.
Adverse Weather and Travel Disruption Policy	Outlines expectations when it becomes impossible or dangerous for employees to travel into work, covering travel, alternative working arrangements and absence and pay.
Maternity	Outlines the rights and responsibilities of employees who are pregnant or have recently given birth and sets out the arrangements for ante-natal care, health and safety and maternity leave and pay.
Paternity Leave	Details terms under which eligible employees can take paternity leave.

Parental Leave	Terms under which employees have the right to be absent from work to care for a child. Includes details on: <ul style="list-style-type: none"> - Eligibility; - Period of leave; - Procedure for taking parental leave and terms and conditions of employment during parental leave.
Shared Parental Leave (birth) Policy	Outlines the arrangements for shared parental leave and pay in relation to the birth of a child.
Shared Parental Leave (adoption) Policy	Outlines the arrangements for shared parental leave and pay in relation to the adoption of a child.
Time Off for Dependants	Details the rights of employees to take a reasonable amount of time off work to deal with unforeseen emergencies involving dependants.
Compassionate Leave	Paid compassionate leave available to employees in the event of the death or serious illness of a member of the employee's immediate family.
Flexible Working	Details around how employees can apply for flexible or part-time working arrangements (whether fewer than five days per week or fewer than the standard office hours of work at Gresham House) or job sharing.
Hybrid and Home Working Policy	Sets out how Gresham House will deal with requests for homeworking and conditions on which homeworking will be allowed. Policy includes: <ul style="list-style-type: none"> - Hybrid working arrangements; - Ad-hoc homeworking; - Permanent homeworking; - Data security; - Confidentiality; and - Health and safety.
Termination of Employment	Terms under which Gresham House may terminate an employee's employment, as set out in an employee's contract of employment.
Code of Conduct	Sets out in summary some of Gresham House's Key Business Values which reflects the minimum standards of conduct expected of employees. This policy includes: <ul style="list-style-type: none"> - Dealing with customers and clients; - Integrity and professionalism; - Financial responsibility; - Confidentiality and security of information; - Proprietary and client information; - Dealing with the media.
Relationships at Work Policy	Policy that governs personal relationships in the workplace.

External Business Interests and Avoidance of Conflicts	Policies and procedures in place to ensure that employees' external interests are transparent and that potential conflicts of interests are avoided.
Expenses	Sets out the parameters by which employees will be reimbursed for expenses reasonably incurred in the course of their duties and defines eligible items, expenditure limits, and the process of providing receipts and appropriate supporting documentation.
Season Ticket Loan	All employees are eligible to apply for an interest free loan in respect of season tickets for the purpose of travel to and from the office, subject to terms and procedure.
Health and Safety	Written policy statement required under the Health and Safety at Work Act 1974 detailing Gresham House's responsibility to the health, safety and welfare of its employees at work. Policy includes details around: <ul style="list-style-type: none"> - Fire instructions; - Suspect packages; - Accidents; - Smoking; - Alcohol and substance abuse; - Chronic or infectious illnesses; - Eyesight; and - Stress.
Equal Opportunity Statement	Statement affirming Gresham House's commitment to providing equal opportunities in employment and promoting equality and diversity.
Policy on Discrimination and Harassment	Applies to all members of staff. It forms part of the Gresham House general policy on equal opportunities. Gresham House is committed to providing a workplace where everyone has the right to work in an environment which promotes equal opportunity and prohibits discriminatory practices. Policy includes: <ul style="list-style-type: none"> - Definition of discrimination and harassment; - Forms of discrimination; - Harassment and bullying; - Sexual harassment; - Duties of line managers; - Employee responsibility; - Harassment complaints procedure; - Investigation and disciplinary procedures.
Disability Code of Good Practice	Commitment to support any form of disability as Gresham House values the individual contribution of all employees and prospective employees from all sectors of the community at large.

<p>Policy and Procedures on Discipline and Performance at Work</p>	<p>Designed to safeguard and protect the interests of the individual, other employees, and our reputation, by providing a framework for management and employees to ensure that the high standards of job performance and conduct that are required, are met and maintained. This disciplinary procedure applies to all employees and aims to ensure consistent and fair treatment for all. The aim is to encourage improvement in individual conduct, attendance and job performance.</p>
<p>Grievance Procedure</p>	<p>Detailed policy outlining Gresham House's approach to complaints and grievances if it cannot be resolved informally. There are three stages to the escalation procedure:</p> <ul style="list-style-type: none"> - Stage one: grievance notice; - Stage two: hearing; and - Stage three: appeal <p>It is important that any grievances are dealt with speedily, and certain time limits for the procedure have been set.</p>
<p>Training and Development</p>	<p>Gresham House is committed to developing and maintaining a high standard of knowledge and skills which will in turn help the business to attract, retain and motivate the very best people. Gresham House supports employees who wish to pursue qualifications and certifications which are relevant to the business and to their personal development. This policy provides details on the following:</p> <ul style="list-style-type: none"> - Identification of training and development needs; - Responsibility for training and development; - Funding; - Opportunities for development; - Commitment from the employee; - Continuing professional development; - Study leave and exam support.
<p>Job Frameworks</p>	<p>The job frameworks set out the principles that underpin a fair and transparent promotion and development process. The process is designed to recognise and reward excellence and strong performance of employees and developed for employees to build on their expertise and values and create career pathways within their chosen profession.</p> <p>The frameworks are a set of guidelines to demonstrate how employees can progress within Gresham House, while ensuring that their career development aligns with the business needs and goals of the organisation.</p> <p>The frameworks also outline Gresham House's competency model that is a practical tool to support development, performance, and progression, in line with business needs.</p> <p>The promotion process is also included in the frameworks.</p>

Information Technology Policy	<p>Provides details on the following:</p> <ul style="list-style-type: none"> - Gresham House computer networks; - Unauthorised software; - Computer files; - Use of the internet, email and voicemail; - General use; - Personal use; - Inappropriate content; - Monitoring; - Use of computer networks and GDPR.
Use of Social Media	<p>Guidelines clarify Gresham House's policy and best practice around employee's use of social media. Includes:</p> <ul style="list-style-type: none"> - Personal use of social media; - Use of social media on behalf of Gresham House; - Key guidelines; - Improvements; - Data protection.
Privacy Notice For Employees, Workers and Contractors	<p>Privacy notice describing how Gresham House collects and uses personal information about employees during and after their working relationship with us.</p>
Cycle to Work Scheme	<p>Details around Gresham House's Cycle to Work scheme.</p>
Diversity, Equity and Inclusion Policy and Strategy	<p>https://greshamhouse.com/wp-content/uploads/2022/03/Diversity-Equity-and-Inclusion-Policy-Update.pdf</p> <p>https://greshamhouse.com/wp-content/uploads/2022/03/Gresham-House-DEI-Strategy-2022.pdf</p>
Give as You Earn policy	<p>Policy outlining the ability of employees to donate to any charity in the UK in a tax-effective and easy way, with donations matched by Gresham House up to a certain level.</p>
Wellbeing Framework	<p>Gresham House has a well-defined Wellbeing Framework that provides information on:</p> <ul style="list-style-type: none"> — Physical Wellbeing - Information on health benefits and insurance, health and safety information and physical life. — Mental Wellbeing - Information available to staff to help support stress, mental health and mindfulness. — Financial Wellbeing - Resources for financial and legal advice. — Family Wellbeing - Helpful resources to ensure our lives with our loved ones are healthy and prosperous. — Workplace Wellbeing - All about our workplace environment.