

ON THE SLY!!!

AUDIO PRODUCTION

STAFF HANDBOOK

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Welcome to the On The Sly Staff Handbook.

At On The Sly we are committed to attracting, developing and retaining the best and brightest people by making it a great place to work. We are very pleased that you have chosen to work for On The Sly and we hope that your time with us will be long, fulfilling and happy.

The On The Sly Employment Handbook is intended to explain how the Company will provide support to enable you to grow and develop, what we expect from you and what you can expect from us. It covers the general details of our Company policies and procedures, as well as some of the benefits of being part of the Company.

The Company keeps up to date with any changes to the law and general practice, and where appropriate, amendments to this handbook will be made. An up to date version of this guide may be found on our servers and employees will be notified of any updates. All employees should read through this document carefully and any questions should be directed to the directors.

David Wakefield

Chris Thorpe

Dan Snaith

01 – On The Sly – Who We Are and What We Do

We're famous around the world for audio branding, radio imaging, song intros, jingles, custom music, trailers and custom sonic solutions. Servicing the world's biggest brands and led by a bunch of misfits consisting of David Wakefield, Chris Thorpe and Dan Snaith – powered by a team of kick ass composers, producers and voice artists.

02 – Our Goal and Standards

We are dedicated to creating top quality and innovative audio solutions and spreading the word through our clients and fans.

Our company standards are the rules that let us know what we can expect of one another and enable us to operate effectively as a team. They're not intended to get in the way but instead facilitate a positive experience for all of us working at On The Sly. If we all adhere to these basic expectations, we can focus our time and attention on the work we do best.

If you have questions about any of the standards or the Company's expectations of you, please discuss these with your line manager or a member of the HR Team.

03 – Our Values

- Freedom to be creative, to come up with new ideas, to do things differently and to be ourselves.
- Dedication to creating the highest quality output.
- Care for our clients and products and those in our team.
- Above everything else, to have a passion for audio.

Timekeeping & Attendance

We recognise that life (and transport) can sometimes delay your arrival but persistent poor timekeeping means that colleagues are put under pressure to cover your duties.

Persistent poor timekeeping is not acceptable and will therefore be treated as a potential disciplinary offence under our disciplinary procedures. It is your responsibility to make sure that you are at your desk and ready to start work at your scheduled starting time.

Personal Performance

Every role at On The Sly is key to the success of the company and by pulling together as a team and delivering within our fields of expertise we can enjoy collective success.

We hope that you'll always perform well in your job and meet the high standards we expect at On The Sly. But,

if your performance falls below our expectations, we'll discuss and address any issues with you in a fair and supportive way, to help you improve and maintain your level of performance. Wherever we can, we'll try to resolve performance issues informally through discussion with your line manager.

If a medical condition or disability may affect your performance at work, talk to your manager so they understand the issue and they'll look at how they can support you.

In cases where performance doesn't show signs of improvement, the Performance Policy and Procedure provides details of the process that will usually be followed.

Misconduct at Work

From time to time, actions are taken (or in some cases not taken) by Staff that are inappropriate or unacceptable. In such circumstances, the Company will follow the Disciplinary Policy and Procedure in order to ensure a thorough investigation and appropriate response.

Whilst we hope the disciplinary policy remains dormant, it is important that you familiarise yourself with its content and are aware of the type of activities that are considered unacceptable. The policy is available on request or can be found on the HR system.

To support the company in providing a positive and safe environment from which to work, it's important that you share any instances of misconduct you witness or become aware of with your line manager or the HR Team.

Conflict of Interests

You should not, directly or indirectly, engage in, or have any interest, financial or otherwise, in any other business enterprise which interferes or is likely to interfere with your independent exercise of judgement in On The Sly's best interest.

Generally, a conflict of interests exists when an employee is involved in an activity:

- Which provides products or services directly to, or purchase products or services from On The Sly
- Which subjects the employee to unreasonable time demands that prevent the employee from devoting proper attention to his or her responsibilities to On The Sly
- Which is so operated that the employee's involvement with the outside business activity will reflect adversely on On The Sly

Should you be in doubt as to whether an activity involves a conflict, you should discuss the situation with your manager.

Appearance

We're a pretty relaxed team with a similar dress code, but if you're in the office or out meeting clients we expect you to use your best judgement. Remember that you're both representing yourself and the company in your interactions, so Smart-Casual clothing is the expectation.

Company Premises

You must not bring any unauthorised person on to On The Sly property without prior agreement from your line manager, unless you are authorised to do so as part of your job. In these circumstances you are responsible for ensuring that your visitors are appropriately monitored during their stay, and that they do not access areas or company property inappropriately.

You must not remove Company property from the organisation's premises unless prior authority from your line manager has been given.

Desk / Work Space

You must ensure that all files, papers, stationery, etc. are placed in your respective filing cabinet at the end of the day. On The Sly operate a clear desk policy and there should be no items left on your desk (apart from the computer, keyboard, mouse and telephone) overnight. In order to respect others, hot food should only be consumed in the kitchen area and not at your desk.

Kitchen Facilities

These facilities are provided for your benefit, we reserve the right to withdraw facilities if they are being abused. It is therefore essential that you clean up after yourself. There is to be no out of date food in the fridge.

Telephones & Correspondence

Use of company telephones for private purposes should be kept to an absolute minimum. If, for any reason, personal use is made of these items then arrangements must be made to pay the cost price of all services used. Abuse of these facilities will be considered a potential disciplinary matter.

If you are provided with a mobile telephone in order to assist with the performance of your duties, the mobile telephone remains the property of the Company and the Company may withdraw its use and it must be returned to the Company on the termination of your employment. The mobile telephone is your responsibility and if lost, you will be responsible for the replacement cost.

You are permitted to make and receive personal telephone calls / texts on any mobile telephone issued to you but this must be kept to a minimum. If the Company considers that there has been improper use of the mobile telephone, you may be required to meet the cost of any calls that are not business related.

Smoking and other Substances at Work

Legislation exists which makes it illegal to smoke in enclosed public spaces. Smoking (including e-cigarettes) is therefore strictly prohibited on all Company premises (including entrances and exits).

Bringing alcohol or any unlawful drugs to the workplace, and/or imbibing them there is strictly prohibited both during work time or during a period prior to work whether the effects carry over to the workplace or not. Any such instances will be dealt with under the disciplinary procedure and may lead to your summary dismissal.

Confidentiality, Copyright and Designs

It is a condition of your employment that you have a duty of confidentiality with regards to On The Sly and its clients.

During the course of your employment you may find yourself in possession of sensitive information, the disclosure of which could be construed as a breach of confidentiality. You have a duty of confidentiality to the Company, and you must not discuss any Company sensitive or confidential matter whatsoever with any outside individual, or organisation including the media.

Any such breach of confidentiality would be deemed as gross misconduct except as otherwise provided or as permitted by any current legislation (e.g. the UK Public Interest Disclosure Act 1998) and could lead to your dismissal.

Further information can be found in the Confidentiality, Copyright and Designs policy.

Intellectual Property Rights

Any invention, design, discovery, arrangement, composition, scheme or improvement and any work in which copyright, design copyright, registered design or similar protection subsists or is capable of subsisting made or devised by you (whether alone or jointly with any other person) while in the service of the Company or the Group (whether or not on the premises of the Company or any other Group Company) in connection with or in any way affecting or capable of being used or adapted for use in such service or in connection with such service shall be forthwith disclosed to the Company and (subject to the provisions of the Patents Act 1977) shall belong (together with all intellectual property rights therein) to and be the absolute property of the Company (or such other Company in the Group as the Company shall direct).

Upon the making or devising of any such invention, design, discovery, arrangement, composition, scheme, improvement or work you will immediately communicate all information concerning the same to the Company.

If so requested at the Company's expense but without receiving payment you will join the Company (both during your employment with the Company and thereafter) in making application for patent, registered design, copyright, design right or similar protection in any country of the world in respect of any such invention, design, discovery, arrangement, scheme improvement or work and will execute all documents and do all things necessary to vest the title to the same in the Company (or such other company in the Group as the Company shall direct).

Computer, email and Internet use

If you have access to the Company's computers including email and access to the internet as part of your job, you must not abuse this by using these facilities for purposes unrelated to Company business.

Only software packages properly authorised and installed by the Company may be used on Company equipment, you must therefore not load any unauthorised software onto Company computers.

If you have a Company email address, this is provided for responsible use on Company business and should not be used in any other way whatsoever.

You must not make reference to the Company or its services, or represent yourself on behalf of the Company on social media without formal permission from the Company to do so.

Social Media – Work-Related and Personal Use

As a business, we use social media to advertise, connect with our customers, gain feedback and build a community. We have active company profiles on Twitter, Facebook and Soundcloud managed by the Director.

Unless you are asked to do so or your role specifically requires you to post content on behalf of On The Sly, you should not do so. If in doubt, you should check with your manager.

Most people working for, or on behalf of, On The Sly will have personal social media accounts. It's important to remember that whilst you represent yourself in your personal profiles, it's likely that recipients of your content will know, or be able to identify, your association with On The Sly. With this in mind, we expect you to abide by the social media accounts rules.

Receipt of Gifts – Anti-Bribery & Corruption

Bribery and corruption is, unfortunately, a feature of business and public life in many countries across the world.

On The Sly has a clear Anti-Bribery and Corruption Policy in order to ensure that everyone understands the boundaries within which we operate. On The Sly does not tolerate any form of bribery and corruption and it is your responsibility to ensure you understand and comply with the Anti-Bribery & Corruption Policy in all your dealings on behalf of the company.

In simple terms, you should not give or receive gifts or financial reward that may be perceived as or constitute bribery.

Data Protection & Access to Information

On The Sly takes its responsibilities in regard to data protection extremely seriously and has in place three policies with which all employees, workers and contractors should make themselves familiar:

- Data Protection Policy Relating to the management and processing of data for employees and other workers
- Data Retention Policy Guidance on retaining data for customers, clients and other stakeholder's in Line with relevant legislation
- Data Security Policy with Guidance on gathering, storing and handling data fairly, transparently and respect toward individual's rights

The General Data Protection Regulations (GDPR) came into force in May 2018, increasing regulation around the handling of personal data. This policy applies to everyone at On The Sly but is especially relevant to those who manage personal information (data) in the course of their role.

You should be mindful in all dealings with personal data and take no risks in relation to its security. Any potential breaches of data security must be reported immediately to the Directors. Negligence in this regard may result in disciplinary action up to and including dismissal.

Bullying and Harassment

Bullying and Harassment infects the working environment and can have a devastating effect on the health, confidence, morale and performance of those affected by it. It can also have a damaging effect on others, not themselves the object of unwanted behavior, but who are witnesses to or who have knowledge of it.

On The Sly are committed to providing a working environment in which we can all work together with respect for one another and be free from the fear or discomfort of inappropriate conduct and behaviour. On The Sly has an 'Anti-Bullying and Anti-Harassment Policy' which applies to everyone working at On The Sly whether

they are employees, contractors or freelance.

We trust that everyone we invite to work with us does so with respect and therefore hope that you will never experience any form of bullying and/or harassment at On The Sly, however, in the circumstance that you do, please be assured that the company considers such offences to be disciplinary matters, which may be treated as gross misconduct.

Remember, we're all responsible for our own behaviour while at work, any time we're representing On The Sly outside the workplace or at any work-related event. And, without exception we're all expected to be respectful and considerate of other people and their individual differences.

Raising a Grievance

Whilst we hope you are never in a situation that gives rise to a grievance, we respect that, on occasion, issues become apparent that require the Company's attention in order that they're resolved as quickly as possible.

If you find you are unhappy for any reason and wish to raise your concerns, please speak to your line manager and review a copy of the "Grievance Policy and Procedure" in the first instance. If your grievance relates to your line manager, you should approach another member of the management or HR team who will discuss your concerns and next steps with you.

If your grievance relates to alleged bullying or harassment, please refer to the "Anti-Harassment and Anti-Bullying Policy" for guidance or if you're not sure, please speak with a member of the management or HR team.

We recognise that sharing a grievance with the company may feel daunting but it is important that any concerns you have in regard to yourself or others are raised without delay in order that they can be investigated and resolved as quickly as possible.

Whistleblowing

We believe that On The Sly is run within the law, however, if you come across or discover circumstances or activities in the course of your work that are illegal, criminal, may endanger others, cause environmental damage, present a miscarriage of justice or where there appears to be an attempt to conceal any of the same, you will be protected by law against detrimental treatment if you inform the company or relevant authorities about what you have seen.

Please refer to the Whistleblowing Policy for further information and do not hesitate to flag any concerns with your line manager (or another manager if your line manager is not appropriate in the circumstances).

04 – Our Culture / What to Expect

On The Sly believes its employees are its greatest asset and recognises its responsibility to ensure they develop

and enjoy their experiences throughout their employment. This development begins at the Induction stage when a new employee joins.

Our aim is to support and develop employees in their role so that they feel confident to undertake the responsibilities placed upon them and ultimately are able to contribute to the success of the organisation. Induction is spread over the first few months with the company and is generally planned on a first day, first week and first month basis. The content and duration of the induction programme will be dependent on the scope and complexity of a role and line managers are responsible for developing an induction outline for their team.

All new staff are subject to a probationary period of 3-months during which staff will be given appropriate support and development opportunities to help them reach the required standards in their role. Where new staff meet the standards required, employment is confirmed at the end of the probationary period. An extension of the probationary period may be granted to enable the required standards to be achieved, however failure to do so could result in the termination of employment.

Internal Communications

At On The Sly we want to ensure that you feel informed and up to date on our business, company activities and opportunities to get involved. Our channels of communication include:

- Slack
- Basecamp
- Email
- BreatheHR

Social Events

We love an excuse to celebrate at On The Sly! We organise social activities and events with the aim of bringing everyone together.

Information about the latest activities are normally announced via Slack and if you have Social Event ideas please raise these on Slack in the appropriate channel.

Equal Opportunities and Diversity

On The Sly is committed to promoting equal opportunities and diversity in employment. We recognise that each individual is unique and celebrate the individual differences that together create our team.

We expect everyone working at On The Sly and any external company or agency we work with to promote equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

We encourage everyone to embrace our principles and in the event of observing or experiencing behaviours to the contrary to raise these with the individual concerned or their manager in line with the Equal Opportunities & Diversity Policy.

05 – Your Career

We're pleased that you've chosen to join On The Sly and want to facilitate a positive experience that enables you to achieve your short and long-term career goals. Whether you intend to be with us for a couple of years, a decade or for your entire career, whilst you 'own' your career, we will work with you to understand your motivations and seek to provide opportunities to support your development.

Hours of Work

Your normal hours and working pattern will be specified in your Terms & Conditions of Employment. On The Sly reserves the right to vary your hours and pattern of working, following consultation and agreement with you.

Flexible Working

The opportunity to work flexibly can make a huge difference in our day-to-day lives and here at On The Sly, we support our teams in managing their time in a way that strikes a good balance between the business and their own needs. Flexibility doesn't have to mean major change; sometimes even the simplest adjustments to our day can make a huge difference, be it catching an earlier train to connect with childcare arrangements or extending a lunch break in order to pursue personal interests.

Training and Development

The Company aims to provide training opportunities which will provide:

- An induction programme which all staff will be required to undertake and will assist staff settling into their new role/job

Career Progression

Internal vacancies at On The Sly will be made aware to you. If you have the skills and experience and/or you believe you have what it takes to transfer to a new role, please follow the instructions to apply and your application will be considered alongside other candidates. If the role is outside your current department, you should ensure you inform your line manager of your application prior to submission as the hiring manager will speak to them and they'll naturally prefer to have heard first from you.

Promotions are commonly a result of hard work and demonstration of capability in the next level of a role. A promotion may result in managing or supervising a team or be about expanding responsibilities and accountabilities. Annual Review meetings are a good time to discuss your career aspirations with your line manager and to consider ways in which you can broaden your experience.

Opportunities to Learn

At On The Sly we offer you the opportunity to attend both external and internal courses for the benefit of both yourself and the company. The Company encourages self-development and continuous learning for all its employees, as well as providing formal training, where appropriate, as part of its pursuit of a continuous

improvement culture, and is committed to providing a framework within which such development and training can be achieved.

If you're ready to move on...

Whilst we'd love you to stay forever, we recognise that the next step in your career may be a role outside the company. Unless your employment is terminated by agreement, or specified otherwise in your contract, you or the Company are required to give a period of notice in writing. The number of weeks or months' notice required will be specified in your Terms and Conditions of Employment.

If you're thinking, but not sure, about leaving On The Sly, we encourage you to discuss your thoughts and situation with your line manager or the HR Team. Once they understand your circumstances and feelings, they may be able to find an alternative role or development opportunities for you within the Company or, in the case that the best next step really isn't at On The Sly help you work through your decision.

Working Notice

In all cases the Company reserves the right to enforce your full notice period. Your full remaining annual leave entitlement should be taken during your notice period in agreement with your line manager. Exceptionally, if this is not possible, your manager may agree to make a payment in lieu of this.

If you resign and are in possession of Company property (including computer files), you should make your manager aware of these, and arrange how they will be handed back to the Company. You remain bound by the confidentiality arrangements outlined in your contract of employment during this period.

In exceptional circumstances, if deemed appropriate and as an alternative to working your notice, the Company reserves the right either to transfer you to other suitable duties during your notice period or to require you to accept payment in lieu of any entitlement to notice.

Other Conditions on Leaving

On leaving, the Company will deduct from any money due to you such sums as you may owe to the Company. These may include, but are not restricted to, any loans, relocation assistance, court orders and payment made for holidays taken in excess of entitlement.

If you leave without giving notice and without the Company's agreement, you are in breach of your contract and you may forfeit some or all of any salary due to you.

Before leaving, you must hand over to your manager all articles belonging to On The Sly including your office keys, bank payment cards and any documents, equipment and computer software used at home. Documents and software include (but are not limited to) company and client correspondence, diaries, address books, databases, files, reports, plans, records or any other medium for storing information. You should not retain any copies, drafts, reproductions, extracts or summaries of documents and software.

After you have left the Company, you must not:

- Solicit or seek to entice away any Company staff
- Solicit or seek to entice away any customers or prospective customers
- Use or divulge to any person or organisation any confidential information relating to the business of On The Sly

- Solicit or seek to solicit any relevant introducers

Should your employment be terminated following disciplinary action it is likely you will receive payment in lieu of notice. However, as there are numerous reasons as to why someone is dismissed, payment in lieu of notice will be reviewed on an individual basis taking into consideration the reasons behind the dismissal.

Should you be dismissed for reasons of gross misconduct, your employment will be terminated immediately without the benefit of notice or payment in lieu of notice.

Retirement

In line with current legislation On The Sly does not have an age where it expects employees to retire. It is however our policy to have regular workplace / appraisal discussions with all our staff where they can discuss performance and any development needs they may have, as well as their future aims and aspirations. Staff and their managers can also use this opportunity to discuss retirement planning should the employee wish to do so.

You should ensure that you inform your line manager at least 6 months before you plan to retire to ensure all appropriate arrangements are made (e.g. sourcing a replacement, mobilising your Company Pension etc)

06 – Your Health & Wellbeing

Health and Safety

On The Sly recognises and accepts its responsibility as an employer to maintain, so far as is reasonably practicable, the safety and health of its employees, and of other persons who may be affected by its' activities.

It is your duty as an employee not to put at risk either yourself or others by your acts or omissions. You should also ensure that you are familiar with the Company health and safety arrangements. Should you feel concern over any health and safety aspects of your work, this should be brought to the attention of your line manager immediately.

In the event of an accident...

An Accident Log Book is available on request and it is the responsibility of each individual employee to report and record any accident involving personal injury. Any accident or near miss occurrence (i.e. no one was injured but the incident had the potential to injure or kill) at work should be reported immediately to your line manager.

All employees who are absent from work following an accident must complete a self-certification form, which clearly states the nature and cause of the injury.

For any employee who suffers an injury at work which results in them being away from work, or unable to do their normal work, for three days or more (including weekends, rest days or holidays) it is important that your manager is informed as the Health and Safety Executive also need to be informed by the Company that an injury or dangerous occurrence has taken place. Employees are not expected to make this report themselves.

Fire Safety

Employees should follow these steps to help prevent fires:

- Before you use any electrical appliances carry out a quick check to make sure that the cables, plugs etc are not damaged
- Do not use any electrical equipment that shows signs of damage, even if you think it's only minor. Report any faults you find to your line manager and find an alternative appliance
- Ensure that you place your rubbish in the proper waste bins. Do not overfill the bins, and ensure that your waste bin is accessible to the cleaners at the end of each day

Action to take when the fire alarm goes off:

- Immediately stop what you are doing and walk (do not run) to the nearest available safe fire exit. If your nearest exit/route is obstructed, choose another route. Make sure that you are aware of the fire exits and routes in your area.
- Follow the instructions of your designated Fire Warden.
- Direction signs should indicate the route of your fire exit. These comprise a white arrow on a green background sometimes accompanied by the words 'FIRE EXIT' and also a pictogram of a running man. The arrows indicate the direction of the nearest fire exit.
- Do not use a lift to leave the building – always use designated stairs.
- Make your way to the appropriate assembly point.
- Once you are at the assembly point you should report to the Fire Warden, so that they can account for the people in their designated area.
- Do not leave the designated assembly point, or attempt to re-enter the building, until you have been instructed to do so by the Fire Warden.

Action to take if you discover a fire:

- RAISE THE ALARM! This can be achieved by breaking the glass on the call points or by shouting the instruction "Fire – call the fire brigade"
- Raise the alarm even if your building is fitted with an automatic fire alarm system, which has not yet activated – you must not wait for it to do so of its own accord. The alarm must be raised for every occurrence of a fire, no matter how small it appears to be. This will ensure that people in the building have adequate notice to evacuate should it begin to spread quickly. In addition, modern furnishings may allow the fire to develop unnoticed, so time is of the essence if everyone is to get out safely
- Call the fire brigade at the earliest available, and safe, opportunity and do not attempt to tackle the fire unless you have been appropriately trained and can safely do so e.g. a small fire in a waste paper basket. Unless you have been trained you could be putting yourself or others at risk.

Personal Safety

Generally, you should try to avoid working alone whenever this is possible. However, if you have to work alone, then you need to develop an awareness of the risks and how to minimise them.

Prior to making an appointment with someone you do not know, obtain as much information as possible about the person you are meeting and arrange to meet the person in Company premises. Always ring back the telephone number you have been given to confirm that it is legitimate. If a mobile number is given you should always ask for an alternative fixed line number.

If visiting, let your colleagues know where you are going, with whom and what time you are expecting to return. If you think that you are going to run over your original timescales, let your colleagues know.

If you are at all concerned that you are being placed in a dangerous situation through your employment, you must discuss this with your line manager.

Absence from Work

We know that there'll be times when you can't come to work – whether because you're ill or something else unexpected has happened. We want to support you and help you come back to work as soon as possible. But we'll also need to review and manage your absence, to minimise the impact on our business.

If you can't come to work for any reason, you need to let us know. You must call your manager at least one hour before the time you're due to start work. If it's not possible for you to call an hour before you're due to start work – for example, if your manager won't be available until the time you're due to start – then call them as soon as reasonably possible. Make sure you know who you need to call and have the phone numbers you need. Texts, emails, messages on social media or from another person (unless you are physically incapable of calling) are not acceptable.

Your manager will need to know why you're absent, how long you expect to be off, details of any outstanding work that needs picking up in your absence and your phone number in case they should need to contact you.

It's really important that you follow the absence reporting procedure for every unplanned absence. If you don't, this will be viewed as unauthorised absence, which is a serious matter and could result in your pay being stopped and disciplinary action being taken against you.

The Sickness Absence Policy & Procedure sets out our approach to managing both short and long-term sickness absence.

Severe Weather

We'll endeavor to open for business every normal working day regardless of weather conditions. If it is impossible for you to come into work due to severe weather conditions, you must telephone within 30 minutes of your scheduled starting time to inform your manager. If you cannot make it to your workplace due to severe weather, you should take the day as an unpaid workday or a holiday. Alternatively, if you are able to work from home and are given permission to do so, you will be paid at your normal hourly rate for hours worked from home.

If the Company decides that in the interests of health and safety you should leave for home before the end of your normal working day due to weather conditions, then you will be paid at your basic rate as if you had stayed at work until the end of your normal working day.

Dentists, Doctors, Opticians and Other Appointments

Wherever possible you should schedule such appointments outside of working hours however, where it is absolutely essential that such appointments are arranged during your working day, disruption must be kept to a minimum, normally by arranging the appointment at the very start or end of the day.

Time off for such appointments will be unpaid unless lost time is made up with the prior authority of your manager.

Mental Health Policy

We want to support the wellbeing of everyone working at On The Sly , and this includes their mental health. We know that for some of us, talking about our mental health can be uncomfortable. But with research suggesting that 1 in 4 of us will experience a mental health issue every year and that 17% of us are living with a serious mental health concern – it's time we started talking more about how we're feeling.

Just like physical health, we all have mental health. Sometimes we might experience mental health concerns that last a few weeks or months, or we might have more serious issues that are longer term. Our mental health may change over time, just like our physical health does. The On The Sly Mental Health Policy encourages you to talk about your mental health and provides information of where you can go for further help.

Alcohol & Drugs

It's important to be aware that the consumption of alcohol on business or client premises is not allowed except for during authorised social events.

Reporting for work when unfit due to the influence of alcohol, drugs (whether illegal or not) or substance abuse is also forbidden and may be regarded as a gross misconduct offence.

Whether you are unfit for work is a decision to be made by management.

It's also important to remember that your actions during social work-related events fall within the Company's Anti-Harassment and Anti-Bullying Policy – always be mindful.

If your personal use of alcohol or drugs is a result of a mental health issue, please refer to the Mental Health Policy for guidance.

Holidays

We encourage everyone to use their holiday entitlement along with bank holidays throughout the year to enjoy a well-deserved break. There are no medals for having holiday leftover so be sure to plan ahead and agree dates with your Manager well in advance. Our holiday year runs from 1st January to 31st December.

We have a Holiday Policy in place for detailed questions but essentially we recognise the need for rest and recuperation and for spending time with family and friends and want you to enjoy it!

All applications for holiday must be made using BreatheHR. You should only begin to make bookings once the time-off has been approved.

07 – Your Family

On The Sly recognises that many staff will have family responsibilities. As separate employment legislation exists for many 'family' situations, we have a number of separate policies to cover all you need to know.

Maternity Leave & Ante-Natal Appointments

Whether it's your first or you're adding to your offspring, expecting a baby can be a rollercoaster of excitement and trepidation as you navigate ante-natal appointments, prepare your home and work on your finances. The On The Sly Maternity Policy provides all the details you need to plan for your time away from work.

You are entitled to take anything from 2-weeks (after the babies born) to 12-months maternity leave so take time to consider what works best for you and your family before discussing your plans with your Manager and the HR Team.

On The Sly offers Company Maternity Pay. You'll also continue to accrue holiday throughout your period of leave which you may wish to attach to the beginning or end to allow for extra paid time off. Talk through your plans with your Manager and once agreed, we'll provide a payment schedule to ensure everything is clear.

You might also like to read the Shared Parental Leave policy, which explains the alternative opportunity to share entitlement to leave with your partner.

Remember to share your schedule of ante-natal appointments with your Manager so they can plan accordingly.

Paternity Leave

Welcoming a new arrival to your family is an exciting and often life-changing time. On The Sly offers paternity leave and pay to all eligible parents in order to support you following the birth or adoption of your child.

To check eligibility and ensure you are able to take leave at the desired time, please refer to the Paternity Leave Policy as soon as – or even before – your family are expecting.

Shared Parental Leave

Having a baby or adopting a child is an important time and we want to support you through your experience. As an alternative to full Maternity Leave, Shared Parental Leave gives both parent's flexibility to share the care of their child in the first year.

Please refer to the Shared Parental Leave Policy for more detailed information and ensure that you liaise with HR as early as possible to allow plenty of time to organise your plans.

Adoption Leave

If you are considering or already in the process of adoption, there are a number of ways in which On The Sly will support you.

If you are adopting as a couple with your spouse, civil partner or partner, you will need to decide which of you will be taking 'Adoption Leave' or, you may be eligible and wish to opt for 'Shared Parental Leave'. There will of course be many factors for you to consider before making this decision. Take some time to review copies of the Adoption Leave and Shared Parental Leave Policies for both Prager Metis and your partner's company to ensure you're aware of the benefits each might offer.

If you will be taking Adoption Leave, you will be entitled to up to 52 weeks away to focus on your new addition. The first 26 weeks is known as Ordinary Adoption Leave (OAL) and the second 26 weeks, Additional Adoption

Leave (AAL). Your pay during this period - known as Statutory Adoption Pay - is payable for up to 39 weeks and dependent upon the length of time you have been with the company, along with other deciding factors.

More details about the terms and conditions, your pay and your benefits during adoption leave along with how to apply, can be found in the On The Sly Adoption Leave Policy available on BreatheHR.

Compassionate Leave & Time off for Dependents

There are times you just can't predict the need to be off work, for example, when childcare arrangements are cancelled at the last minute, a dependent falls ill or you experience bereavement in your family.

In emergencies where you need to care for a dependent, for example if childcare arrangements are cancelled at the last minute, a dependent falls ill or you need to organise immediate medical assistance for someone that's reliant upon you; the On The Sly Compassionate Leave and Time off for Dependents policy provides you the time to deal with the emergency and make alternative arrangements – usually several hours but no more than one day.

In cases of bereavement, you should speak with your Manager who will work with you to arrange the time and support you need. We know that the death of someone close, or other upsetting situations, can affect people in different ways, so we want to provide the right support to everyone. Your Manager may suggest you take a combination of compassionate leave and holiday – where extended leave is necessary – to ensure that you're able to attend a funeral and deal with arrangements as needed.

It's important during any Compassionate Leave and / or Time off for Dependents that you ensure your Manager knows how they can contact you and that you keep the company informed of any changes in your circumstances.

Parental Leave

Parental Leave offers parents blocks of unpaid time off to be used up until their child's eighteenth birthday to support the welfare of the child. The time can be used flexibly for anything from spending time with relatives to settling in to new childcare arrangements. Some parents choose to take parental leave as an extension to other paid leave, for example, to extend holiday or maternity leave. Further details can be found in our Parental Leave Policy.

08 – Your Finances

Salary Arrangements

Your salary will be paid monthly in arrears on the last Friday of each month by direct credit transfer to your designated bank account.

Your basic pay was outlined in your letter of appointment / statement of terms and conditions. Any subsequent amendments to your basic pay will be notified to you in writing by the Company.

Part-time employees will be paid on a pro-rata basis based on the hours they work. In all other aspects, their salaries will be paid in accordance with the pay arrangements for full-time employees of the Company.

If any queries arise with regard to pay, or if it looks as if a mistake has been made, speak to your line manager immediately so that they can take appropriate action. Unless agreed otherwise, any pay errors, whether of over or underpayment, will be rectified in the next salary payment.

Appropriate deductions will be made from pay including income tax and National Insurance contributions (NIC's), which are subject to each employee's earning level, family status and the number of hours worked.

Salary reviews take place annually and may be increased at the Company's discretion without affecting other terms of your employment. There is no obligation to award an increase. In the case of notice being served by either party to terminate employment, no salary review will be made.

Overtime

Overtime is defined as all hours worked in excess of your full-time contracted hours, which has the prior explicit approval of your manager.

Overtime is payable to posts where it has been arranged in advance by your line manager or the Directors. We often have large projects with a tight deadline, so if you're available to help out with it your overtime will be paid with your salary that month.

Income Tax

If there are any changes in your personal circumstances which will affect your tax status, you should notify the Inland Revenue, who will automatically inform the Company of any changes to your tax code. Contact details can be found here: <https://www.gov.uk/contact-hmrc>.

Statutory Sick Pay (SSP)

Most employees have a right to Statutory Sick Pay (SSP) as long as they earn more than the lower earnings level. SSP is not however payable for the first three qualifying days of absence. (A qualifying day is a day on which you are normally expected to work under your contract of employment).

There is a limit of 28 weeks' SSP in any one period of sickness or linked periods. (Periods of sickness are said to be linked if the second period starts within eight weeks of the end of the first period).

SSP is paid in the same way as ordinary pay and is liable to tax and National Insurance contributions.

Pension Scheme

Assuming you are entitled to, you will be automatically enrolled in the Auto-enrolment Pension scheme with NEST, details of which you should have received from NEST. If you have not yet received this, please speak to the Directors. You may elect to opt-out of the scheme if you so wish, you may do so by completing the opt out paperwork sent to you by Nest. Please note that no member of the Company can advise you on whether you should join or not. If you are unsure, you should seek independent financial advice.

Expenses Claims

Approved travel and out of pocket expenses incurred in connection with your employment will be refunded. If you are required to stay away from home overnight, all reasonable costs of travel, accommodation and meal will be met upon production of valid receipts.

Business Travel and Expenses

On The Sly will reimburse reasonable expenses properly incurred by employees in accordance with the Expenses Policy, which can be found on BreatheHR. VAT receipts for all expenses must be retained and logged on the Expenses Form prior to being submitted for approval and payment.

Employees who do not have expense budgets must obtain prior written approval from their line manager before incurring costs. If, after reviewing the Expenses Policy, you are unsure whether an expense can be claimed, you must speak to your line manager before incurring any cost.

Jury Service

If you receive a notice of jury duty you must notify your manager as soon as possible in order that arrangements may be made to cover your position. Whilst on duty you will be expected to work as much of your regularly scheduled work week as the jury duty schedule permits to the extent that combined time on jury duty and at work does not exceed the number of hours you are usually scheduled to work in a normal working week.

If you hold a position crucial to the operation of On The Sly, or in the event that your absence from work over a long period of time could cause hardship to the Company, we may require you to request deferral or excusal from your jury duty.

You are not entitled to be paid for any time spent on jury service, though you may claim an allowance from the court. The Company, at its absolute discretion, may make up the difference between this allowance and your full salary for the period on presentation of the allowance paid.

Equal Pay

At On The Sly you can expect to be rewarded fairly for the knowledge, skills and competencies required for the role in which you're employed regardless of your gender. Whilst we believe we take a fair approach to reward and remuneration across the company, we encourage any questions in regard to Equal Pay to be raised in order that we can review specific circumstances and be certain that we are getting it right.

The On The Sly Equal Opportunities policy shares our commitment and procedures for dealing with queries or concerns.

Updating your Personal Information

It is important that our records are correct, as inaccurate or out of date information may affect your salary or cause difficulties in situation where contact is required for emergencies. Please notify the Office Manager immediately of all changes in the following personal information:

- Name
- Address
- Telephone Number

- Bank Account Details
- Emergency Contact
- Driving Licence Penalties (if you are required to drive on Company business)
- Criminal charge, caution or conviction
- Conflict, or potential conflict of interest

We only hold personal data on employees in accordance with the provisions of the Company's Data Protection Policy, a copy of which can be found on BreatheHR.

09 – Our Support

Your manager should be your first line of contact to resolve any general questions, concerns or issues that you may have during your employment. Their role is to lead, support and guide the team through the business activities of their department.

The HR Team is also available to support you during your employment and will be happy to discuss any queries you may have. They can be contacted via:

Phoebe Richards
07956 000949
phoebe@bluemonday.ltd.uk

Everyone at On The Sly collectively contributes to the culture and working environment of the business. We welcome your support in ensuring that On The Sly is an enjoyable and rewarding place to work. We welcome new ideas and contributions to building, developing and sustaining our company culture and welcome all input – please share your thoughts with your line manager.

Appendix 1 – Confirmation of Receipt of Staff Handbook

On The Sly

Name: _____

Job Title: _____

Place of Work: _____

Line Manager: _____

I confirm I have received a copy of the On The Sly Staff Handbook and that I have read this and understood the contents.

I also confirm that I have sought clarification from my line manager / Human Resources on any issues outlined in the Handbook which I am not clear about.

Signed: _____

Date: _____

Please return this form duly completed and signed to the Directors.