

KNOW YOUR RIGHTS

A guide for employees to the new Employee Handbook and updated contracts of employment

*Universal Tyre Co
(Deptford) Limited*

Introduction

The Company has updated its employment policies and procedures.

To ensure that these are consistently and fairly applied, they are set out in a new Employee Handbook which is currently being issued.

It has five sections:

- A General Information
- B Employee Benefits
- C Rules and Regulations
- D Vehicle Rules
- E Internal Procedures

The new Employee Handbook is being supported by training at a number of levels throughout our business.

Also, we shall shortly be issuing/re-issuing up to date contracts of employment.

The purpose of this Guide is intended to explain your rights as one of our employees, and what we expect from you in return.

It must be complied with at all times.

Please contact Keith Davis, our Employee-Relations Consultant with any questions or concerns about either this Guide or the new Employee Handbook. Keith is an employment lawyer, accredited mediator and professional in-house trainer.

His telephone number is 01322 421989 and his email address is keithdavis@universal-tyres.co.uk

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Employment Law Framework

Almost every aspect of employment in the UK is now covered by law which affords both employers and employees protection in a number of important respects. Therefore, as an employer, we have statutory and contractual duties to all our employees. Those duties are enforceable in the courts and employment tribunals. In some cases, a breach of those duties amount to a criminal offence.

However, as an employee, you also have certain duties and responsibilities towards yourself, the Company and your colleagues.

Personal data or information about an employee must be kept confidential and securely retained. As an employee, you may request access to your personal file by writing to Keith Davis, Employee-Relations Consultant at Units 8 & 9, Orbital One, Green Street Green Road, Dartford, Kent, DA1 1QG or by sending an email to him at Keithdavis@universal-tyres.co.uk.

You will see from the new Employee Handbook that we will not tolerate any of the following factors being taken into account when either considering someone for a job, or once they have been employed by us -

- sex
- race
- colour
- nationality
- religion or belief
- ethnic or national origin
- marital or civil partner status
- sexual orientation
- political opinion/affiliation
- age
- disability

Discrimination, Harassment & Bullying

The Company's approach is straight-forward:

Discrimination, harassment and bullying at work are not acceptable, and will not be tolerated.

In every case:

- all such claims will be investigated
- the employee(s) concerned liable to summary dismissal
- nobody will be victimised for making a claim provided that they are sincere

Raising an Issue at Work

You may do this –

- informally by speaking with the person who is causing you the issue; or
- informally by speaking with your reporting manager; or
- formally invoking the Grievance Procedure; or
- referring the matter to the External Employee-Relations Ombudsman

External Employee-Relations Ombudsman

We now have a policy whereby any employee can raise one or more of the following directly with the External Employee-Relations Ombudsman –

- discrimination or harassment
- bullying
- victimisation
- changes in an employee's terms, conditions and benefits
- breach of contract
- matters affecting trust & confidence and/or working relationships
- unfair constructive or actual dismissal

Further details of how this procedure works are included in the Employee Handbook.