

This policy applies to all Employees whether temporary, permanent or annualized. For ease, all of the foregoing will be referred to as 'Employees'. For the avoidance of doubt, this policy does not however apply to agency workers or self-employed contractors.

The Company will;

- 1) Promote and encourage a positive culture of good attendance amongst its workforce;
- 2) Promote the health and well-being of all employees and provide appropriate support about their attendance at work;
- 3) Promote fairness and consistency in absence management throughout the company;
- 4) Be proactive in identifying those that have a high absentee rate, and seek to identify and resolve issues where possible, so that the employee's attendance level could be improved.
- 5) Consider making reasonable temporary adjustments in a way that suits the employee's commitments and the business needs of the Company
- 6) Seek to provide the right support and assistance to the Employees that experiencing ill health or have some personal commitments that affect their work attendance;
- 7) Adopt a case-by-case approach when working with employees who are absent from work due to health-related reasons and, where advised, modify the approach to the specific health circumstances of each individual;
- 8) Ensure that sickness and other absence matters are dealt with sensitively and with due respect to the privacy of the employees concerned;
- 9) Provide Employees and Managers with:
 - a) a clear framework for effective absence management and clarify the responsibilities of all Employees and Managers;
 - b) clear guidance and distinction on the types of absences that are recognised by the company and how they should be processed;
 - c) a standard process and consistent approach for managing, recording and reporting an absence;
 - d) expectations and responsibilities that the company has to both Employees and Managers;
- 10) Place importance on providing support to the employees upon their return to work after the sickness absence;
- 11) Follow all UK legislation relating to Employment rights, equality and fairness in the workplace.