



The JOINT OPERATIONS Family

WORKING ENVIRONMENT, LABOUR STANDARDS & MODERN SLAVERY POLICIES

WORKING ENVIRONMENT POLICY

1. ABOUT THIS POLICY

1.1 This policy sets out our arrangements for ensuring a safe working environment. This policy is designed as general guidance.

2. YOUR RESPONSIBILITIES

2.1 All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

2.2 You should report any health and safety concerns immediately to your line manager.

2.3 You must co-operate with managers on health and safety matters, including the investigation of any incident.

2.4 Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

3. TRAINING

3.1 We will ensure that you are given adequate training and supervision to perform your work competently and safely.

3.2 Staff will be given a health and safety induction and provided with appropriate safety training.

4. EQUIPMENT

4.1 You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to your line manager. Do not attempt to repair equipment unless trained to do so.

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5. ACCIDENTS AND FIRST AID

5.1 Details of first aid facilities and the names of trained first aiders are displayed on the notice boards.

5.2 All accidents and injuries at work, however minor, should be reported to your line manager and recorded in the Accident Book.

6. FIRE SAFETY

6.1 All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.

6.2 If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point shown on the fire safety notices.

7. RISK ASSESSMENTS AND MEASURES TO CONTROL RISK

7.1 We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.

8. COMPUTERS AND DISPLAY SCREEN EQUIPMENT

8.1 If you use a computer screen or other display screen equipment (DSE) as a significant part of your work, you are entitled to a workstation assessment and regular eyesight tests by an optician at our expense.

8.2 Further information on workstation assessments, eye tests and the use of DSE can be obtained from your line manager.

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9. CONFIDENTIALITY AND INTELLECTUAL PROPERTY RIGHTS

9.1 The working relationship between Joint Operations (UK) LLP and its employees and workers is based on trust. Any breach of this trust by you, such as the unauthorised divulging of confidential information concerning the operation of Joint Operations (UK) LLP, its clients, the customers of its clients, techniques, software development systems, or finances may render you liable to disciplinary and/or legal proceedings.

You agree that you will, if required to do so by Joint Operations (UK) LLP, enter into a further confidentiality agreement in such form as may reasonably be required by Joint Operations (UK) LLP from time to time. Further, you agree to be bound by all confidentiality undertakings reasonably required by Joint Operations (UK) LLP clients.

All confidential records, documents, and other papers, together with any copies or extracts thereof, made or acquired by you during your employment or visit to a Joint Operations (UK) LLP site shall be the property of Joint Operations (UK) LLP and must be returned on demand.

Any material (written or otherwise) produced by virtue of or related to your employment or visit to Joint Operations (UK) LLP site shall be the sole property of Joint Operations (UK) LLP and you may not assert moral rights to such material. This material includes (but is not limited to) computer code, specifications and descriptions of programs and systems, descriptive matters relating to the use of programs and systems and any invention whether capable of being the subject of a patent or not. In particular, you agree:

- Never to take copies of confidential material at work
- Not to discuss the contents of confidential material outside the workplace
- To dispose of confidential waste appropriately

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10. EXCESSIVE WORKING HOURS

10.1. Most Joint Operations employees will not be expected to work more hours than dictated in the Working Time Directive and all employees will be entitled to regular and sufficient breaks.

10.2 Overtime is not paid unless specifically agreed in writing by the company eg. the Operations Team out of hours rota. For employees opting out of the Working Time directive the following policy offers guidance and a copy of this formal agreement will be made available for signature by the employee and employer:

- This Agreement is entered into by the parties in accordance with the provisions of the Working Time Regulations 1998 (“the Regulations”)
- The employee acknowledges that [he/she] on occasions may be required to work in excess of 48 hours per week under the terms of [his/her] contract of employment with the employer
- The employee would like to be given the opportunity of working hours in excess of an average of 48 hours per week over a 17-week period
- Accordingly, the employee agrees that the provisions of the Regulations which state that the employee should not work in excess of an average of 48 hours per week over a 17-week period will apply to [his/her] employment with immediate effect
- Irrespective of the fact that the maximum working time provisions will not apply to the employee during the course of this Agreement, the employee is required to comply with any instructions given to [him/her] concerning the recording and/or monitoring of working time
- The employee undertakes that, during the course of this Agreement, [he/she] will not bring any complaint to the Employment Tribunal or any other authority in the event that the employee’s average weekly working time exceeds 48 hours per week
- The employer acknowledges that the employee is entitled to terminate this agreement on giving to the employer one month’s written notice to that effect
- The parties acknowledge that terms of this Agreement may be disclosed to a Health & Safety Inspector or any other authorised person and employer undertakes to keep a copy of this agreement available for such purposes

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11. ASYLUM AND IMMIGRATION ACT

11.1 UK Immigration law requires all employers to keep copies of documentation confirming their employees' rights to work in the UK.

11.2 We are required to retain a copy of one of a list of specific documents including:

- British Passport
- Birth Certificate issued in the UK or Republic of Ireland
- Certification of Registration or naturalisation as a British citizen
- A passport showing that the holder has the right of abode in the UK or is free from immigration control or has indefinite leave to remain in the UK
- A European Economic Area Passport or identity card

Please therefore bring any one of these documents on your first day of work and hand in for us to take a photocopy, to be retained on your personnel file.

If you have any queries regarding the above, please do not hesitate to contact a member of the management team.

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ANTI-SLAVERY AND HUMAN TRAFFICKING POLICY

12.1 POLICY STATEMENT

12.1.1 Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain.

12.1.2 We have a zero-tolerance approach to modern slavery and we are committed to acting ethically and with integrity in all our business dealings and relationships and to implementing and enforcing effective systems and controls to ensure modern slavery is not taking place anywhere in our own business or in any of our supply chains.

12.1.3 We are also committed to ensuring there is transparency in our own business and in our approach to tackling modern slavery throughout our supply chains, consistent with our disclosure obligations under the Modern Slavery Act 2015.

12.1.4 We expect the same high standards from all of our contractors, suppliers and other business partners, and as part of our contracting processes, we include specific prohibitions against the use of forced, compulsory or trafficked labour, or anyone held in slavery or servitude, whether adults or children, and we expect that our suppliers will hold their own suppliers to the same high standards.

12.1.5 This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third-party representatives and business partners.

12.1.6 This policy does not form part of any employee's contract of employment and we may amend it at any time.

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12.2. RESPONSIBILITY FOR THE POLICY

12.2.1 Mr Richard Forster, Managing Director (the Compliance Manager) has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it.

12.2.2 The Compliance Manager has primary and day-to-day responsibility for implementing this policy, monitoring its use and effectiveness, dealing with any queries about it, and auditing internal control systems and procedures to ensure they are effective in countering modern slavery.

12.2.3 Management at all levels are responsible for ensuring those reporting to them understand and comply with this policy and are given adequate and regular training on it and the issue of modern slavery in supply chains.

12.2.4 You are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries are encouraged and should be addressed to the Compliance Manager.

12.3. COMPLIANCE WITH THE POLICY

12.3.1 You must ensure that you read, understand and comply with this policy.

12.3.2 The prevention, detection and reporting of modern slavery in any part of our business or supply chains is the responsibility of all those working for us or under our control. You are required to avoid any activity that might lead to, or suggest, a breach of this policy.

12.3.3 You must notify the Compliance Manager as soon as possible if you believe or suspect that a conflict with this policy has occurred, or may occur in the future.

12.3.4 You are encouraged to raise concerns about any issue or suspicion of modern slavery in any parts of our business or supply chains of any supplier tier at the earliest possible stage.

12.3.5 If you believe or suspect a breach of this policy has occurred or that it may occur you must notify the Compliance Manager as soon as possible. You should note that where appropriate, and with the welfare and safety of local workers as a priority, we may give support and guidance to our suppliers to help them address coercive or exploitative work practices in their own business and supply chains.

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12.3.6 If you are unsure about whether a particular act, the treatment of workers more generally, or their working conditions within any tier of our supply chains constitutes any of the various forms of modern slavery, raise it with the Compliance Manager.

12.3.7 We aim to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken.

12.3.8 We are committed to ensuring no one suffers any detrimental treatment as a result of reporting in good faith their suspicion that modern slavery of whatever form is or may be taking place in any part of our own business or in any of our supply chains.

12.3.9 Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should inform the compliance manager immediately. If the matter is not remedied, and you are an employee, you should raise it formally using our Grievance Procedure.

12.4. COMMUNICATION AND AWARENESS OF THIS POLICY

12.4.1 All staff should make sure that they are aware of the contents of this policy. If any staff have any questions about implementation (etc) they may raise these with the Compliance Manager.

12.4.2 Our zero-tolerance approach to modern slavery in our business and supply chains must be communicated to all suppliers, contractors and business partners at the outset of our business relationship with them and reinforced as appropriate thereafter.

12.5. BREACHES OF THIS POLICY

12.5.1 Any employee who breaches this policy will face disciplinary action, which could result in dismissal for misconduct or gross misconduct.

12.5.2 We may terminate our relationship with other individuals and organisations working on our behalf if they breach this policy.

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13. DATA PROTECTION POLICY

13.1 The following policy covers Data Protection legislation in respect of the information relating to you that Joint Operations (UK) LLP processes.

13.2 This legislation (which includes the GDPR) places certain obligations on data controllers such as Joint Operations (UK) LLP to ensure that, the data we hold is appropriate, accessible, accurate, up-to-date, not kept longer than necessary and that it is properly protected against loss or disclosure to unauthorised third parties.

13.3 We process personal data for the purposes of your employment and in the legitimate interests of running our businesses. Processing the data includes obtaining, recording, holding, using and erasing data. This happens in relation, but is not limited, to:

- Employment status/development
- Work history/job data
- Company resource usage
- Compensation, payroll and pensions
- Personal financial and saving
- Performance and promotability
- Recruitment and Selection
- Employee feedback and survey data

13.4 As some functions have been or may be outsourced, the Company will need to provide some personal data to third parties, relating to processes, such as payroll, pensions and training. It may also be necessary to collect and/or provide personal data to outside third parties in respect of your employment and/or the Company's businesses, such as your bank and the Inland Revenue.

13.5 Data protection legislation provides special protection for certain categories of data such as medical reports, personal financial information, details of criminal convictions and demographic data (such as ethnic origin, race, etc.) The Company will ensure that this type of data is adequately protected.

13.6 The type of data that we hold includes, but is not limited to: Name, date of birth, address, contact details for next of kin, appraisal ratings, NI numbers, salary details, company car details, pension contributions, etc.

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We would typically gain such data from application forms for jobs or pensions, Curriculum Vitae, etc. Personal data also includes CCTV footage.

Due to business needs Joint Operations (UK) LLP also reserves the right to monitor personal usage of Company telephone, email and internet facilities. NB – this does not cover monitoring of the contents of any personal communications.

Further details are set out in our Privacy Policy which can be obtained from your Manager.

If you have any questions, please contact your Manager.

14. CHILD PROTECTION POLICY

14.1 The Children Act 1989 states that the child's welfare is paramount and that every child has a right to protection from abuse, neglect and exploitation. Statutory guidance on making arrangements to safeguard and promote the welfare of children under Section 11 of the Children Act 2004 was published in August 2005.

This includes:

- Senior management commitment to the importance of safeguarding and promoting children's welfare;
- A clear statement of Joint Operations (UK) LLP responsibilities to children, made available to staff;
- Clear lines of accountability for work on safeguarding and promoting well-being;
- Safe recruitment procedures for those coming into contact with children and young people;
- Appropriate training for staff;
- Effective working relations within Joint Operations (UK) LLP and with other businesses to safeguard and promote well-being, and to share information effectively.

14.2 CHILD PROTECTION AND SAFEGUARDING POLICY STATEMENT

Joint Operations (UK) LLP recognises that all children, young people and vulnerable adults regardless of age, disability, gender, racial heritage, religious belief or sexual orientation or identity have the right to protection from harm and abuse. The Company shall take all steps that are reasonably practicable; to comply with the Criminal Justice and Court Services Act 2000 and all other relevant Acts and Regulations.

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The Company shall monitor the conduct of staff to identify any inappropriate behaviour and shall act accordingly and, if necessary, in accordance with its disciplinary procedures.

This policy shall be monitored for effectiveness and shall be reviewed when:

- There has been an incident, whether the allegation is proved or not
- There is a change in the legislation
- There is a major company re-organisation

The company will ensure that all staff having contact with children, young people and vulnerable adults are made aware of, understand, and act on this policy and are familiar with the accompanying guidelines.

This policy will be reviewed annually, or as required in accordance with Government legislation.

14.3 SCOPE

This Policy, its related procedures and guidance apply to all employees working on behalf of Joint Operations (UK) LLP whose work involves contact with children and young people under the age of 18 and vulnerable adults.

Contractors and/or those providing a service on behalf of Joint Operations (UK) LLP unless bound to comply with their own Child Protection and Safeguarding Children Policy and Procedures (which shall be no less onerous than that of Joint Operations (UK) LLP), shall comply with the terms of this policy and procedure and shall ensure that employees and sub-contractors do likewise throughout the duration of the contract.

14.4 ACCOUNTABILITY

Accountability for ensuring that Joint Operations (UK) LLP fulfils its child protection and safeguarding children responsibilities falls to the Managing Director. However, responsibility is delegated to the Managing Director who will be suitably trained in child protection and will be responsible for:

- The actions set out within the Child Protection and Safeguarding Children Policy and Procedures
- The Company shall keep a dedicated log of all written and oral statements, along with a record of relevant telephone conversations, in the event of an incident or allegation under this policy. In the case of a child, young person and vulnerable adult on work experience or training this information will be immediately passed on to the learner's Educational Institution or primary carer as appropriate

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- The Company and staff shall treat all incidents with absolute confidentiality
- The Company shall comply with the Data Protection Act 1998 for the safe and secure storage of all information relating to children's personal details, or details resulting from any incident or allegation arising within the scope of this policy
- Consulting with the relevant statutory agencies regarding any child protection concerns raised
- Making formal referrals to relevant statutory agencies regarding any child protection concerns

All employees have a responsibility for ensuring that the activities that they are involved in during the course of their work are carried out in accordance with this policy and procedures relating to it.

Managers are responsible for ensuring that the activities and services they provide have adequate procedures to protect and safeguard young people. Managers are responsible for ensuring that procedures are followed by their employees.

14.5 RECRUITMENT

All Joint Operations (UK) LLP employees will be appointed in line with Joint Operations (UK) LLP recruitment and selection policies and procedures to ensure that all necessary checks are carried out on individuals expected to work with children and young people. Any pre-selection checks required as part of an employee's role must include the following:

- Completion of an application form including a self-disclosure about criminal records
- Consent to obtain information from the Disclosure and Barring Service to check for convictions for criminal offences against children in accordance with current legislation
- Receipt of two references in accordance with Joint Operations (UK) LLP recruitment and selection procedures
- Verification of qualifications
- Verification of identity

Screening by the Disclosure and Barring Service will be undertaken on all staff and volunteers that are required to work with children and vulnerable adults as part of their normal duties.

Joint Operations (UK) LLP is not able to carry out Electronic Disclosure and Barring Service (DBS) checks without individual consent. If any employee feels that they should have an DBS check due to their duties, please contact a Director.

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A register of designated posts, which are subject to DBS checks is maintained by the Managing Director who will ensure that renewals of DBS are made when required.

14.6 GUIDANCE ON CHILD PROTECTION

This simple guidance below will help our company provide all children, young people and vulnerable adults with a safe, secure and protective environment. This will include those on work experience and training schemes.

The Company shall have on file copies of “What to do if You’re Worried a Child is being Abused” (available from the Department for Children, Schools and Families web site) for staff reference.

We must:

- Protect children, young people and vulnerable persons from harm
- Manage them as if they are our staff with regard to health and safety
- Assess risks to their health, safety and welfare

To facilitate this we will:

- Fully adopt the Child Protection Policy as stated above
- Hold an induction/introduction into the company culture, procedures and behaviour requirements
- Ensure that Job competent mentors of mature attitude are available to support them
- Ensure all mentors/staff are reassuring, supportive and will avoid being over familiar
- Thoroughly brief all staff on key aspects of working with young people

14.7 ONE TO ONE WORKING

One to one working in closed or isolated environments should be avoided wherever possible.

14.8 PHYSICAL CONTACT

Should only be used when guidance for a specific work task cannot be given without it.

14.9 TRAVEL ARRANGEMENTS

Travel arrangements must be clearly detailed and include details of contact persons and telephone numbers.

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14.10 CONFIDENTIAL INFORMATION

Confidential Information given by a young person and which causes concern for their safety and welfare must be reported immediately to their school or college. Employees shall not give any assurances of secrecy to the young person but should encourage them to be open and provide as much detail as possible.

14.11 EMPLOYEES WHO ARE DISQUALIFIED FROM WORKING WITH CHILDREN

Staff required to take responsibility for young people must make a declaration to their line manager if they are disqualified from working with children, young people or vulnerable adults in accordance with their duty under the Criminal Justice and Court Services Act 2000.

14.12 ANY OTHER CONCERNS

If staff have any concerns about a particular child, young people or a vulnerable adult or a particular work situation they should contact their manager in the first instance.

15. OTHER

Please refer to your employment contract, the company staff handbook, your line manager or the company's HR department for further policy information and support.

This document is intended for guidance only and Joint Operations (UK) LLP disclaims all liability in connection with its use by any third party.

DATE OF LAST DOCUMENT AND POLICY REVIEW: 4th January 2021

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