

The Britannia and Watermans
Training Manual

WHO'S WHO

Managing Director

Rose Leach

INTRODUCTION

GENERAL INFORMATION

Contact details

The Britannia
Brewers Dray Ltd
5 Brewers Lane
Richmond
Surrey
TW9 1HH

Telephone
0208 940 9786

The Watermans
Water Dray Limited
10 Water Lane
Richmond
Surrey
TW91TJ

Telephone
0203 638 9160

Follow us on twitter: @brtrichmond,
like us at facebook.com/thebritanniarichmond,
email: brit@britrich.co.uk
www.thebritanniarichmond.co.uk

email: info@watermansrichmond.co.uk

Licencing

We are licenced to sell on or off the premises from the following times:

Monday to Thursday
10 am – 12am
Saturday and Sunday
10am – 12.30am
Sundays
10am – 11pm

There is effectively a half-hour drinking up period at the end of these times and it is essential that the bar and restaurant is cleared. We do offer a plastic glass takeaway service in order for our guests to leave with their drinks.

Licence conditions

Britannia

The terrace licence

It is imperative that the terrace is cleared of all persons by 21.30 and that all accesses to the terrace are closed

The Garden licence

The garden must also be cleared by 23.00 and the rear doors closed.

Watermans

The terrace licence

It is imperative that the terrace is cleared of all persons by 22.00 and that all accesses to the terrace are closed

The Front terrace licence

The garden must also be cleared by 22.00 and the front doors closed.

Under 21's

We do not serve under 21's in the building without the express authorisation from the manager on duty. It is everyone's individual responsibility to ensure that this is enforced without exception. Failure to comply with this could result in the immediate forfeiture of our licence. Please take this very seriously.

Children

Under 18's may be brought into the pub for a meal if accompanied by a parent, we do not put specific time limits on this however use your common sense – not ideal on a Friday night at 9pm

Drunkenness on the premises

It is against the law to serve anyone in an intoxicated state. If in doubt you must get the manager on duty to assist you in determining this and dealing with the situation

GENERAL RULES AND REGULATIONS

PERSONAL PROPERTY

Please avoid bringing valuable personal items to work and do not leave any valuables either unattended or overnight. We cannot accept liability for the loss of, or damage to such personal property brought onto our premises.

LOST PROPERTY

All items of lost property should immediately be reported to your Manager.

PERSONAL TELEPHONE CALLS

Such calls are only allowed in the case of emergency and with the prior permission of Management. Please remember that telephones are provided solely for business use and abuse will not be tolerated.

PERSONAL MOBILES

Employees who bring personal mobiles into work should ensure that they are kept switched off during working hours and are only used during authorised work breaks.

FRIENDS AND RELATIVES CONTACT

We discourage friends and relatives from making contact with you at work either by telephone or in person, except in the case of emergency.

HOUSEKEEPING

Please keep your individual work area clean and tidy at all times.

COMMUNICATIONS OR STATEMENTS TO THE MEDIA

Only a Director is authorised to make any communication or statement to the media in matters relating to the business.

CASH HANDLING

All Company cash must at all times be held in the tills or the safe. You are not allowed under any circumstances to borrow cash from the Company. Any 'borrowing' of cash will be treated as theft which is an act of gross misconduct and may result in summary dismissal. All credit card transactions must be recorded correctly. Any shortages or problems must be reported immediately to your Manager. Likewise the removal or 'borrowing' of stock or equipment from **Brewers Dray limited** may result in summary dismissal.

LICENCING LAWS

You must familiarise yourself with the laws relating to the sale of alcohol and abide by them at all times. Failure to do so is an act of gross misconduct and may result in summary dismissal. You must not serve alcohol to young people who are under age. You must remember that the licence of the establishment depends on employees abiding by the law when serving guests. Should you have any problems you must refer these to your Manager.

HYGIENE IN KITCHEN

All hygiene rules with regard to preparation and handling of food must be adhered to. Temperatures when dealing with food must be checked, whether in storage or preparation.

1. <u>ALLERGIES</u>

Allergen checklist for managers

- Manager on duty has overall responsibility for allergen management and must be available on each shift to manage requests from customers with allergies
- MOD and chef on duty must hold Allergen Certificate
- All staff must be clear on how to avoid allergen cross-contamination
- Kitchen manager must record allergens when recipes are changed
- All ingredients must be received by Kitchen manager and double checked against order sheet /declining budget. All labels checked for any changes in pre prepped items if there are any (mayo ketchup etc)
- All staff must be responsible for the cleanliness of their section including cleaning of floors walls ceilings, equipment and work tools. This must be checked regularly through the shift by kitchen and FOH management
- Our menus have our allergen statement printed at the bottom and the guest must have this drawn to their attention.

- We must perform annual allergy refresher every October

Food storage

- All ingredients are stored in sealed and labelled containers
- Any ingredients transferred from their original packaging must have a copy of the ingredients list taped to the new container as a way of identifying the allergens present in the product
- Open ingredient packages are stored in sealed containers.
- Any spillages of one ingredient onto another ingredient means that ingredient must be disposed of immediately. No exceptions

Food preparation

- All items have accurate recipe lists which must be adhered to, so that there is a clear list of the allergens present in the food you serve?
- All staff must wash hands with soap and hot water immediately prior to preparing allergen-free meals
- When an order comes in from an allergic customer the following must happen
 - Manager to communicate this to the chef personally
 - Letter A written on bottom of ticket with additional note as to allergy issue
 - Manager On Duty to ensure chefs wash hands and clean prep area thoroughly
 - MOD ONLY to run allergy food and communicate with the guest regarding the issue prior to leaving table.
- All kitchen surfaces cleaned regularly so that there is no visible food debris or crumbs from other meals

Waiters / FOH Allergen Training

- 1) All waiters are required to review the latest allergen menu list located at downstairs door to Bar / Restaurant
- 2) All waiters bartenders must ask when taking orders if there any allergies at the table
- 3) Any guest expressing a concern / allergy must have the cross contamination risk explained to them. Our kitchen contains traces of almost all of the 14 allergens and there is a risk. The manager and chef must be informed of this guests concern.
- 4) Any order subsequent to this must be not only printed in the usual way but also a handwritten note given to the chef by the Manager. Manager only may run this food to the guest. Manager must be summoned to the pass when it is time for this to be taken place and under no circumstances may any other team member handle this plate.
- 5) If there is a reaction during the guest visit with us then the following must take place
 - a. Firstly alert manager immediately
 - b. Use an adrenaline auto-injector (such as an EpiPen) if the guest has one – instructions are included on the side of the injector.
 - c. Manager to call 999 for an ambulance and say that you think they're having an anaphylactic reaction.
 - d. Lie the guest down – you can raise their legs, and if they're struggling to breathe, raise shoulders or sit them up slowly (if they're pregnant, lie on their left side).

Allergy Menu

A simple chart is used which lists all of the menu items to the left of the sheet and the top 14 allergens listed horizontally at the top of the sheet. If the dish contains any of the allergens on the list, the corresponding box is marked with an X.

To further help our customers, if the dishes include 'cereals containing gluten', 'fish', 'crustacean', 'molluscs' or 'nuts', the particular name of the food is included.

	EGGS	MOLLUSCS	CRUSTACEANS	CELERY	MILK	FISH	TREENUTS	PEANUTS	SULPHITES	SOYA	SESAME	MUSTARD	LUPIN	GLUTEN
STARTERS														
Classic Mediterranean Fish Soup				X	X	COD			X					WHEAT
Goats cheese					X		PECAN NUTS		X			X		
Baked Brie in Filo					X									WHEAT
Smoked salmon	X			X		SALMON								

INGREDIENTS LIST

To support this menu, an ingredients list has also been prepared which lists all of the ingredients in each dish on the menu.

On the ingredients list, each item which is added intentionally is listed with the allergens highlighted in **bold**. If a batch item is added then the recipe of that batch would be added to the ingredients list, and if that batch contained any allergens, the name of the batch would be highlighted and any allergens contained therein highlighted in bold. For example:

ROAST SALMON FILLET

Salmon (**Fish**)

Mashed Potato – Potatoes, **Milk**, Butter (**Milk**), Salt, Black Pepper, Cream (**Milk**)

Watercress Sauce – Watercress, Double Cream (**Milk**), Garlic, Cooking White Wine (**Sulphites**), **Fish Bouillon**, Onions

Rocket

Lemons

Parsley

Fish Bouillon - Modified Potato Starch, Vegetable Oil (Palm), Salt, **Codfish** Powder, Yeast Extract, Sugar, Onion Powder, Pepper

The source of allergens for each ingredient needs to be declared even if there are several ingredients from the same allergenic food. For example: Skimmed **Milk** Concentrate, Sugar, Sunflower Oil, Whey Powder (**Milk**),

If the name of an ingredient includes the allergen in a single word, then the name of the ingredient can be emphasized. For example: 'wheat flour' is '**wheat** flour'.

Where an ingredient comprises of several words (such as 'skimmed milk powder' and 'egg white') then only the allergen should be emphasized (in these examples, 'skimmed **milk** powder' and '**egg** white').

If you order a new product or put new dishes on the menu (including Daily Specials), make sure that you get accurate information about the ingredients and add it to the allergen menu.

Your supplier must give you this information, either on labelling or other paperwork. For pre-packed food, the allergens will normally be emphasised in the ingredients list, appear in the name of the food e.g. "Dijon Mustard" or appear in a separate allergens statement on the packaging.

Over the next few weeks, we will also prepare a batch recipe list for you so that if you need to add a dish to specials etc, they will be there for you to cut and paste.

Make sure that your staff are aware of allergens in the food and ensure that they do not guess but come and speak to a manager or check the Allergies folder.

TOP 14 ALLERGIES

Celery – Includes; celery stalks, leaves and seeds and celeriac.

Cereals containing gluten –Includes; wheat, rye, barley, oats, spelt.

Crustaceans – Includes; crabs, lobster, prawns, crayfish, shrimp.

Eggs – Often found in; cakes, mayonnaise, mousses, pasta, quiche, sauces and some meat products.

Fish – Often found in, relishes, salad dressings, stock cubes and in Worcestershire sauce.

Lupin – Includes lupin seeds and flour.

Milk – Found in butter, cream, cheese and yoghurt.

Molluscs – Includes; mussels, land snails, squid and whelks.

Mustard – Often found in breads, marinades, meat products, salad dressings, sauces and soups

Nuts – includes almonds, hazelnuts, walnuts, cashews, pecan, brazil, pistachio

Peanuts – Often found in biscuits, cakes, desserts and sauces.

Sesame Seeds – Often found in bread, breadsticks and burger buns.

Soya – Often used in; desserts, ice cream, meat products, sauces and vegetarian products.

Sulphur Dioxide – Often used as a preservative in dried fruit, meat products, vegetables and drinks.

KITCHEN RULES

All floors are to be kept spotlessly clean and any spillage must be cleaned up immediately. At the end of service to the Pub the kitchen and its equipment must be thoroughly cleaned. Any deliveries of stock must be received through the service door and the delivery must be checked and signed for. Any defective equipment / machinery must be reported immediately to your Manager.

PUB AREA

The Pub area must be set and cleaned as directed.

Extreme care must be taken when carrying food/drinks to tables. Where the area dictates, when carrying trays of food/drinks, one hand must always be free to hold on to a rail. You must ask for assistance when required.

PERSONAL HYGIENE

The impression our guests have of us depends largely on your personal appearance. Therefore, take proper care of your clothing and indeed of yourself. Ensure that you always keep yourself clean with particular attention being paid to washing and grooming of your hair/hands/nails. We ask that all staff take note of the following points:-

All staff must ensure that they present themselves for work in a clean and hygienic manner.

All kitchen staff must wear the provided protective clothing (uniforms) at all times while handling food items.

Protective clothing (kitchen staff) is not to be worn outside the premises.

Outdoor clothing is stored in the facilities provided and not in or near any food or beverage preparation area.

That fingernails are to be kept short, clean and with no nail varnish.

Do not cough or sneeze over food.

All wounds are covered with detectable, waterproof dressings.

No smoking in any food or beverage preparation or service area and is restricted to designated areas.

All staff wash their hands before work, regularly throughout the day and whenever the hands are contaminated.

Long hair must be tied back off the face with a black hair band.

All symptoms of diarrhoea, vomiting and contact with persons suffering from food borne illnesses are reported to management.

Tattoos should not be visible and covered at all times when serving customers.

Bare feet and/or open toed sandals should not be worn when serving and dealing with customers.

No extreme hair colourings, face or body studs to be worn whilst working.

COLLECTIONS/FUNDRAISING

Prior permission must be sought from your Manager, before any collections or fundraising activities are undertaken.

GAMBLING/BETTING

All unauthorised forms of gambling/betting are strictly forbidden on the business premises whether during or outside of working hours.

GIFTS AND HOSPITALITY

Employees in the course of providing services to clients, or in their dealings with suppliers, on the pub's behalf, should under no circumstances accept money, gifts, or other forms of reward.

Employees will in no circumstances accept undue hospitality from a client, or supplier. This includes entertainment, the cost of recreation, or holidays etc.

Where refusal of an offer of a gift, or hospitality, might cause embarrassment or difficulty, the matter should be immediately referred to your Manager.

STAFF FOOD AND DRINKS

It is not permitted to consume any items on the premises without the express permission of the MOD.

Food

Staff working a double shift will be given food during their break. This is to be consumed out of sight of our guests. The items available will be decided by the manager on duty.

Drinks

It is not permitted for any staff to be bought a drink by a guest for consumption immediately or after a shift. It is not permitted for any staff member to consume an alcoholic drink during a shift. This will result in immediate disciplinary procedures that could result in termination of that employee's employment.

Staff members out of hours in the pub.

A staff member is not allowed to consume food or drink in the Pub without the express permission of the Manager on Duty.

Friends of staff members

If a friend or family member enters the pub, you must inform the manager on duty immediately.

Cash or valuables on person

It is not permitted to have any cash or valuable on your person during the shift. You may ask the MOD to lock any such items in the safe prior to your shift.

BUYING AND/OR SELLING OF GOODS

Employees are not permitted to buy and/or sell goods of any kind whether on their own account, or on behalf of any other party on the business premises whether during or outside of working hours.

STANDARDS OF CONDUCT

Throughout this section we shall give an indication of the required standards of conduct or performance expected from all of our employees. It must be appreciated that any judgement of whether those standards have not been observed will depend very much on the specific circumstances of each particular case. It is important however that we set out certain standards for the guidance of all employees.

The following sub sections are examples only and must under no circumstances be considered as an exhaustive statement of all potential misdemeanours.

SCHEDULING

You are employed on a standard contract of employment.

We require our employees to be available for work as the needs of the business dictates. Please understand that you are employed to fulfil the shift requirements of the business and as such we require our staff to undertake to work the shifts that we schedule you for.

If you have a particular requirement that means that you will need a part time or fixed session schedule, then please make this apparent at the outset of your employment.

We will try and arrange the scheduling around these requests however we cannot guarantee we can achieve these requests.

We will provide a schedule at the beginning of the working week. This schedule will be created and posted by the Sunday prior to the week that the schedule relates to.

Any requests that pertain to a particular weeks schedule must be submitted for approval 14 days prior to the schedule publishing date.

Whilst we will always endeavour to accommodate requests, they will be approved only if there are suitable levels of staff cover available for the anticipated levels of business.

There are particular times of the year that are considered to be “black out periods” and we will not entertain schedule requests during these periods. These may be times such as, but not limited to, New Years Eve and Day, rugby events at Twickenham the four weeks leading up until Christmas Day etc.

Please familiarise yourself with the Schedule request form and ask management if there are any questions in relation to it.

PAYMENT

All monies received from guests at the Britannia remains the sole possession of Brewers dray limited, whether they be as payment for goods received or as service charge / cash tips / credit card tips.

Any dispersement of monies in relation to any receipts are wholly at the discretion of the “company”

Any discussion with a guest regarding any dispersement of said gratuities or any wage issues in general will be considered gross misconduct and may be subject to a disciplinary action.

Insubordination

Please take care to conduct yourself in a courteous manner with all staff and guests.

Failure to observe general manners when discussing matters with colleagues will not be tolerated

GENERAL ATTENDANCE (ABSENCE/TIMEKEEPING)

Ensure that you arrive at work sufficiently early to be ready to commence work at your official starting time.

If you wish to leave work during normal working hours you must receive authorisation from your immediate Manager. Failure to do so will result in such absence being treated as unauthorised.

Lateness and absence will be recorded and unacceptable records of attendance will render you liable to disciplinary action.

SICK PAY

Any employee that is unable to attend their scheduled shift must call in a minimum of 1 hour before and speak to the Manager on Duty
Subsequent absences for shifts due to illness or incapacity must be communicated at least one hour before the start of the shift to the Manager on Duty.
If absence through illness or injury runs over 7 days then the employee must be able to demonstrate they have made every reasonable attempt to obtain a Fitness for work statement that accurately details the functional effects of your condition.
Sick pay entitlement is at the discretion of the company and specifically precludes payments for injuries sustained during the employee's leisure pursuits.

Holiday Pay

*Our Holiday year runs annually from April 6th to April 5th.
Holiday pay is not carried forward to the following year.*

1. The Working Time Regulations 1998 convey a range of health and safety protections on workers, including daily and weekly rest breaks and paid statutory annual leave. Annual leave is granted by regulations 13 of the Working Time Regulations 1998, giving 4 weeks of annual leave respectively.

2. The 4 weeks of annual leave granted by regulation 13 cannot generally be carried between leave years, with exceptions when a worker cannot take annual leave due to sickness or maternity leave.

3. There is an obligation on an employer to ensure that their workers have an adequate opportunity to take their holiday. This holiday cannot be replaced with a payment in lieu unless the worker is leaving employment.

SECONDARY EMPLOYMENT

You are not permitted to undertake secondary employment without the express permission of your manager. Under no circumstances can this work be with a competitor or have any detrimental effect on your ability to be scheduled as required by the needs of the business.

GENERAL CONDUCT AT WORK

At all times during your employment, the needs of the business are paramount and you should ensure that at all times your efforts and energies are concentrated on achieving this objective.

You are expected to conduct yourself in a reasonable manner with fellow employees, customers, clients or members of the public. We will not tolerate rude and insulting behaviour nor foul or objectionable language.

You are expected to comply with any reasonable instruction or request given to you by an authorised person.

Under no circumstances should you present yourself for work whilst under the influence of alcohol, intoxicants, or non prescribed drugs. Any attempt to work whilst in such a condition will be regarded as a serious breach of the rules.

STOCK/PROPERTY

Our property must only be used for the purpose for which intended and must not be removed from the premises, without prior approval.

You have a duty to report to management, any damage to or loss of cash, stock, fixtures and fitting or property

If, following investigation, it is found that as a result of your carelessness, negligence, or failure to comply with our procedures, or by wilful act, we suffer loss, or damage of cash, stock, fixtures and fittings, or property, this will be construed as a serious breach of the rules, which could result in your summary dismissal on the grounds of gross misconduct.

Brewers Dray Limited

RESTAURANT STAFF

PRINCIPAL STATEMENT OF PARTICULARS OF EMPLOYMENT

This Statement of Particulars of Employment sets out the terms and conditions of employment between Water Dray Limited, 10 water lane, Richmond, TW91TJ ('the employer' or 'we' or 'us') and the person named as the employee at clause 1 below ('you' or 'the employee'),

This Statement of Particulars of Employment sets out the main terms and condition of employment with us in accordance with the Employment Rights Act 1996, s.1. The Statement of Particulars of Employment will take effect from the date of your signature and will replace all existing terms and conditions, agreements and arrangements whether in writing or otherwise.

1 PERSONAL DETAILS

Name of Employee	
Address	
NI Number	

2 JOB TITLE

3 START DATE

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No employment with any previous employer counts towards your period of continuous employment with us.

4 PLACE OF WORK

Your normal places of work shall be at:

The Watermans, 10 Water Lane, Richmond, TW91TJ
The Britannia, 5 Brewers Lane. Richmond, TW91HH

You may be required to transfer to any other of our sites, whether temporarily or permanently. Please refer to the Employee Handbook for further information.

5 HOURS OF WORK

Your hours of work are varied as per your rota from Monday to Sunday and will vary due to the business needs and seasonal demand.

Your breaks are unpaid. You are expected to work additional or fewer hours when required, in accordance with the needs of the business

PROBATIONARY PERIOD FOR NEW STARTERS

The first four months of your employment will be a probationary period allowing us to monitor your conduct and performance.

We may terminate your employment during, or at the conclusion of, your probationary period if we consider you to be unsuitable for your particular role. Alternatively, we may decide to extend your probationary period to assess your suitability.

6 YOUR WAGES

Your wage is calculated at the rate of £. Per Hour. This is payable weekly in arrears by credit transfer as specified on your itemised pay statement. This will be made up of both basic pay and service charge.

7 OTHER BENEFITS

Any benefits which we choose to provide, from time to time, which are not expressly referred to in the handbook or in your statement of particulars shall be regarded as ex gratia and made at our absolute discretion. The provision of any such benefits shall not confer any contractual entitlement upon you.

If you are in a position where you receive cash tips, it is your responsibility to declare these annually to HMRC. If you do not, you will be held responsible for any tax due, plus interest and penalties.

8 HOLIDAY PAY

Your holiday pay will be calculated in accordance with our current legal obligations, taking into account your normal remuneration.

9 HOLIDAY YEAR

Our holiday year begins on 1 April and ends on 31 March.

10 HOLIDAY ENTITLEMENT

You will accrue holiday pay at the rate of 12.07% of hourly pay earned.

If your employment commences, or terminates, part way through a holiday year, your entitlement will be calculated as 1/52th of your annual entitlement for each week of service.

The business may specify when some of your holiday is to be taken subject to giving you reasonable notice and also will specify black out periods when holiday may not be taken.

11 PUBLIC/BANK HOLIDAYS

Standard Eight English/ Welsh Public Holidays:

New Year's Day	Last Monday in May
Good Friday	Last Monday in August
Easter Monday	Christmas Day
First Monday in May	Boxing Day

Due to the nature of our business, all Public/Bank Holidays and substitute days are considered to be normal working days.

12 FIXED CLOSURE PERIODS

You may be required to take up to a maximum of 5 days of your annual holiday entitlement to cover a shutdown period, for example, between Christmas Day and New Years Day.

13 PEAK PERIODS

Our busiest times of the year are from Easter to August, all Twickenham rugby days, November weekends and December.

14 SICKNESS ABSENCE AND SICK PAY

You are entitled to receive Statutory Sick Pay as set out with the Employer Handbook.

15 PENSION

We comply with current legislation regarding the provision of a Workplace Pension Scheme to which you can choose to contribute additional amounts.

You will automatically become enrolled as a member of our pension scheme, subject to earning the minimum amount required. You may opt out of the scheme after auto enrolment.

We shall make a contribution of your basic pay during each month of your employment.

16 DEDUCTIONS FROM WAGES

We reserve the right to require you to repay, either by deduction from your wages/salary or any other method acceptable to the Company:

- any losses sustained by us in relation to our property or monies including till shortages, or the property or monies our clients, customers, visitors or other employees, during the course of your employment caused through your failure to follow our rules/procedures, failure to follow our instructions, your carelessness, your negligence, your recklessness, your omission, your wilful act or through any dishonesty on your part;
- any damages, expenses or any other monies paid or payable by us to any third party for any act or omission for which we may be deemed vicariously liable on your behalf;
- any amounts of remuneration, expenses or any other payments which are overpaid to you whether made by mistake or through any misrepresentation or otherwise;
- any holiday pay paid to you in respect of holiday granted in excess of your accrued entitlement as at the date of termination of your employment; and
- any other sums owed to us by you, including, but not limited to, any outstanding loans or advances.

In the event of such sums being due on the termination of your employment, and if your final salary payment is insufficient to allow for the whole of any such deduction, you will be required to repay the outstanding amount due within one month of the date of the termination of your employment.

If we require to make deductions in respect of any cash shortages or stock deficiencies which have come to our attention within the previous 12 months, we shall apply an agreed schedule of deductions. We shall notify you in advance of the first deduction of your potential liability.

No single deduction in respect of any cash shortages or stock deficiencies will exceed 1/10th of the gross wages payable to you each month. This limitation shall not apply to the final payment made to you in respect of your employment with us.

17 GRIEVANCE PROCEDURE

If you wish to raise any grievance relating to your employment, you should set out details of your grievance, in writing, to your Line Manger. Further information regarding our grievance procedure can be found in our Handbook and is non-contractual.

18 DISCIPLINARY PROCEDURE

We have in place a written policy specifying our disciplinary rules and procedures to which you should refer. A copy of our Disciplinary and Dismissal Procedure is available in the Handbook.

19 DISCIPLINARY APPEALS

You have the right of appeal if you are dissatisfied with any grievance outcome or disciplinary action taken relating to you, including dismissal. Further information can be obtained in our Disciplinary and Dismissal Procedure to which you should refer.

20 NOTICE OF TERMINATION

To be given by the employer

Under 1 month's service – nil

More than 1 month's service - 1 week for each completed year of service to a maximum of 12 weeks'

To be given by the employee

You are required to give 1 week.

You are not permitted to take up employment elsewhere during the notice period.

We reserve the right, at our absolute discretion, to make a payment in lieu of notice for all or any part of your notice period upon the termination of your employment (rather than your working out your notice period). This provision applies whether notice to terminate the contract is given by you or given by us.

For the avoidance of doubt, the Payment in Lieu shall not include any element in relation to:

- a) any bonus, service or commission payments that might otherwise have been due during the period for which the Payment in Lieu is made;
- b) any payment in respect of benefits which you would have been entitled to receive during the period for which the Payment in Lieu is made; and
- c) any payment in respect of any holiday entitlement that would have accrued during the period for which the Payment in Lieu is made.

21 TERMINATION

We shall be entitled to terminate your employment summarily if at any time you are guilty of any type of gross misconduct or if you commit any serious breach of your contract of employment.

22 SETTLEMENT AGREEMENTS

We reserve the right, at our absolute discretion to enter in to confidential negotiation. If the Employer, enters in to confidential negotiations in accordance with s.111A of Employment Rights Act 1996 (added by section 14 of the Enterprise and Regulatory Reform Act 2013), it will not be considered as a breach of a material term of contract of employment.

23 COLLECTIVE AGREEMENTS

There are no collective agreements that affect the terms and conditions of your employment.

24 DECLARATION

You acknowledge that you have read and understood this Statement of Particulars of Employment and your Employee Handbook and that you will read any subsequent versions of the Employee Handbook which we issue from time to time.

You acknowledge that this Statement of Particulars of Employment and the current Employee Handbook, or any such amended version of the Employee Handbook as we may issue from time to time, form your contract of employment and constitute a relevant agreement for the purposes of the Working Time Regulations.

You acknowledge that you have read and understood all of our policies that are currently in force.

Signed by the **Employee**:

Date:20/01/24

Signed for and on behalf of the **Employer**:

Date: 20/01/24