



CONDITIONS OF SERVICE HANDBOOK

(Doc No: CIMS/GT/R/10.2)

Default Review Period	5 Years
Next Review Due	01/05/2019
Specialist Review Requirements	As Required
Document Number	CIMS/HR/R/10.2
Document Version	Version 1.2
Retention Period	3 Years
Security Status	COMPANY CONFIDENTIAL

Document Approvals

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Process Owner	HR MANAGER	02/01/2014

AMENDMENTS

Issue	Date	Description	Prepared & Checked By	Checked by	Approved By (As applicable)	
					MSM	Operations Director
1.0	01.10.11	Re-ordering of sections, summary of policies and referral to full policy where applicable. Also change to eligible age of joining pension scheme	J Dennis	J Cousins		
1.1	02.01.14	Changes to section 16.0 - pension details in line with auto enrolment legislation.	J Dennis	J Cousins		
1.2	03/10/16	Policy review – slight amendment to section 17 c	J Dennis	S Horne		

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Please note: This document is up-dated regularly however some elements of its content may be out of date. In all circumstances minimum legal requirements will apply.

Policies are constantly being reviewed and developed. The most up-to-date documents and any policies under consultation are on the HR section of the intranet (<http://rca-exeter/hr>) or in the 'About Us' section of the airport website (<http://www.exeter-airport.co.uk>).

0.2 - SCOPE AND OBJECTIVES

This document sets out Exeter and Devon Airport Ltd's (EDAL – 'the Company') guidelines for all employees. The Company is committed to ensuring all employees are well informed and this document provides various information that may be required whilst working at EDAL. It has references to policies and protocols and guidance for lines of communication to follow when further information or assistance is required.

Employees are required to read, understand and comply with this handbook and the policies and protocols that it refers to.

0.3 – DOCUMENT CHANGE AND CONTROL

Exeter Airport Limited undertakes all document changes and controls in line with the Document Management Governance Document CIMS/GT/01 which describes how all users prepare, reviews and issues procedural documentation that forms part of Exeter Airports CIMS.

0.4 - RESPONSIBILITIES

The HR Manager is responsible for:

- The development and upkeep of this handbook.
- Ensuring this handbook and subsequent updates are communicated to relevant departments and personnel.

Department managers, in particular the HR Manager, are responsible for the correct application of this document.

CONDITIONS OF SERVICE HANDBOOK

1.0 Recruitment

- (a) Exeter and Devon Airport Ltd (EDAL) seeks to ensure that the best candidate is chosen for each job vacancy regardless of colour, race, ethnic origin, nationality or national origins, religion, religious beliefs, gender, marital or civil partner status, disability, sexual orientation, gender reassignment, age or part-time status.
- (b) Existing employees will be invited to apply for transfer and promotion opportunities via internal adverts. Where necessary, EDAL will recruit externally to achieve the right balance of skills and knowledge within the workforce.

The Recruitment Policy outlines the processes to follow and provides guidance on authorisation of vacancies, advertising, interviewing and selection processes, relevant documentation etc.

2.0 Criminal Record Checks

- (a) With effect from 1st July 2003, all new staff requiring a permanent pass to the critical part (CP) of an airport must provide a Criminal Records Check in the form of Basic Disclosure Certificate.
- (b) Employers are entitled to ask prospective employees to obtain a Basic Disclosure Certificate which will show all convictions held, which are unspent as defined by the Rehabilitation of Offenders Act 1974. Those with a valid Counter Terrorism Check (CTC) will not be required to undergo a separate Criminal Record Check.
- (c) On the first day of employment, the employee will be asked to show their Basic Disclosure Certificate to the pass issuer, in order for a permanent pass to be issued. The disclosure number and the date of issue will be recorded. The employee will keep the certificate.
- (d) Within 7 calendar days of any conviction for a disqualifying offence, the employee must notify EDAL of their conviction. Failure to do so will be a disciplinary offence and dealt with in accordance with the Capability, Disciplinary and Dismissal Policy.

2.1 Appeals mechanisms

- (a) Disclosure Scotland will review cases where the applicants state that the convictions shown are not theirs, that the conviction should be spent or that the record is not theirs. Individuals should appeal to Disclosure Scotland in writing.
- (b) Should the pass issuer decide not to advance an application for a CP pass, in the belief that the employee has a disqualifying conviction, the employee may then appeal to the Operations Director in writing.

- (c) The check will require renewal at the time of renewal of the CP pass. This is currently a period of every 5 years. The Security Department will keep a copy of the renewal dates for certificates.

2.2 Court Offences

- (a) Employees must notify EDAL within 7 calendar days of any convictions for a disqualifying offence. Failure to do so will be a disciplinary offence and dealt with in accordance with the Capability, Disciplinary and Dismissal Policy.
- (b) The inability of an employee to gain a CP pass may mean that the employee can no longer carry out the task for which they are employed.
- (c) Those requiring a permanent CP pass, that have a valid CTC, will be exempt from the requirements for the production of a Basic Disclosure Certificate for a permanent pass to the CP.
- (d) The list of disqualifying convictions and criteria may be obtained from the Terminal & Security Manager.

3.0 Hours and Attendance

3.1 Contractual Hours

- (a) Contractual hours are the hours of duty for which pay is calculated to cover and are the minimum hours which employees are required to work per week.
- (b) Attendance in excess of full time contractual hours will be paid at the appropriate overtime rate, where overtime payment is appropriate.,

The contractual hours for each employee's appointment at EDAL are as detailed in individuals' Statement of Employment Particulars.

3.2 Airport Operational Hours

- (a) Employees will, where necessary, be rostered to meet the operational requirements of the airport as determined by management.
- (b) Management will determine the staffing and attendance levels required to meet Airport operational requirements and allocate staff between the various work areas, working patterns and hours of work, bearing in mind the requirements of the post. Employees will be consulted as far in advance as practicable of any changes that may be deemed necessary.

3.3 Attendance

Managers and supervisors will arrange start and finish times, times of meal breaks and other breaks in working hours at those times most convenient to the operational needs of EDAL, bearing in mind any relevant legislation.

4.0 Allocation of Duties

All employees are expected to co-operate with management in maintaining and improving the efficient working of EDAL and the level of service to its airlines, other airport users and the travelling public. It is a specific condition of employment that no person may refuse to perform any task that he/she is reasonably instructed to carry out. This is conditional that he/she is capable of doing so and has, if necessary, received instruction or training in the task required, regardless of whether such a task is one normally undertaken by the person concerned or his/her section.

5.0 Shift Working

- (a) EDAL provides a public service requiring most employees to provide coverage for 7 days a week over 365 days a year by shift working or rotating rest days. Weekends and public holidays will be rostered as part of the normal working week. It may be necessary to extend shift working in other areas from time to time and it is a condition of service for employees of EDAL to work a shift if and when required.
- (b) Management will determine rosters after consultation with the employees involved. Additional shifts will be treated as overtime or additional hours.
- (c) Shift patterns and rosters may be varied to meet operational requirements and will be framed so as to ensure the most economical use of labour. Employees will be informed as far in advance as practicable of any changes to shift patterns.

6.0 Guaranteed Period

- (a) All employees are guaranteed pay equivalent to their normal time work rate for the hours to which they are normally contracted and based on the rosters within their department. This is provided that they are capable of, available for and willing to perform satisfactorily during working hours the work associated with their usual occupation, or reasonable alternative work where their usual work is not available.
- (b) In the event of a dislocation of work as a result of industrial action by EDAL employees, this guarantee will be automatically suspended.

See also the Disruption to Operations section.

7.0 Disruption to Operations

- (a) This procedure is designed to ensure that, in the instance of severe disruption, every possible step is taken to protect employment.
- (b) Severe disruption would constitute a prolonged period (more than three days) and result in extreme impact on aeronautical and non-aeronautical income which would be forecast to continue for some time.
- (c) The aim of this policy is always to prevent detriment to employees wherever possible.

Refer to the Disruption to Operations Policy for more details.

8.0 Pay

- (a) EDAL aims to maintain a fair and equitable pay policy to attract and retain enthusiastic and skilled employees.
- (b) EDAL's aim is to have a workforce with harmonised conditions of service between all grades of employee. These conditions of service, including annual holiday allowances, methods of payment etc., have been prepared with this target in mind.
- (c) All employees will be paid on a salaried basis with monthly payment by direct credit transfer to the individual's bank, building society or giro account.

Details of individuals pay are indicated in individuals' Statement of Employment Particulars. Please also refer to the 'CIMS/FIN/002 Payroll Policy' which can be found in the Finance section of the intranet in the policies and procedures section.

9.0 Extra Duty and Overtime Payments

9.1 Extra Duty

- (a) With the Airport operating every day of the year and with fluctuating traffic patterns, flexibility in working and attendance arrangements are essential. Whilst management will endeavour to keep the need for extra duty to a minimum, it is a condition of service that all employees are required at short notice to work overtime to meet operational requirements.
- (b) Those employees not entitled to payment for overtime working, may be granted Time Off In Lieu (TOIL), at times mutually acceptable to management and themselves.

Refer to the TOIL Protocol for more detail.

9.2 Overtime Payments

- (a) Payment for approved overtime working will be made at the rates detailed in individuals' Statement of Employment Particulars.
- (b) Employees may forego payment for any overtime worked and be allowed TOIL, at management discretion. Refer to the TOIL Protocol for more detail.
- (d) Overtime will be paid at the rate applicable to the work undertaken and not the rate applicable to the employee.

Refer to the Overtime Protocol for more detail.

10.0 Other Allowances

- (a) Allowances will only be paid when authorised in writing by the Managing Director of EDAL. Continued payment of such allowances is conditional upon the employee maintaining a satisfactory level of competence in such areas.
- (b) The basic pay for qualified Fire Fighters incorporates a first aid competency allowance and the competence must be maintained as a condition of employment as a Fire Fighter.

Any entitlement to additional allowances is detailed in the individuals' Statement of Employment Particulars.

11.0 Medical Standards and Examinations

11.1 Fire Fighters and Air Traffic Control Officers

These employees are required to undertake an initial medical examination before recruitment and further examinations as currently required by the appropriate regulating authorities.

11.2 Airside working

Employees who work airside and who are required to drive as part of their duties will be required to meet the necessary medical standard. This will require passing a medical examination.

11.3 All Employees

- (a) All offers of employment are subject to a satisfactory medical report.
- (b) During employment, if an employee is absent from work due to sickness, the granting of sick pay will be subject to medical examination or as otherwise determined by management. See the Managing Sickness Absence Policy.
- (c) The cost of any medical examinations required under this section will be met by EDAL.

12.0 Probationary Period

- (a) The probationary period for employees is applicable to all new employees of EDAL and is usually 6 months in length.
- (b) This period is designed to enable EDAL to assess an employee's suitability for the job and for the employee to decide whether the job is suitable for them.
- (c) Periodic probation reports will be produced by the manager and will be discussed with the employee.
- (e) Where performance or conduct falls below the standards required (with the exception of acts of gross misconduct, see the section on Disciplinary Procedure and Code of Conduct) opportunities will be given for improvements to be made.
- (e) The probationary period may be extended in exceptional circumstances where a longer assessment period is required – for example, where there has been exceptional sickness absence.
- (f) During the probationary period, the period of notice is one week on either side, except in the case of gross misconduct, when an employee may be dismissed without notice.
- (g) Employees are notified when they commence employment that they may join the Company Pension Scheme after successful completion of their probationary period.
- (h) Employees will be informed that they have successfully completed their probationary period by the person carrying out their 5-month probation review.
- (i) On completion of the probationary period employees become eligible for Death in Service benefits and will be contacted by the HR Department.

13.0 Training & Development

- (a) Employees will, from time to time, be required to undertake specific training and development in connection with their job and to enable them to fulfil their contract of employment.
- (b) Employees who are given financial assistance by EDAL for training and associated costs will be required to sign a training bond. Conditions in respect of this are specific to each event and will be provided to the employee prior to the commencement of the training. This training bond will detail the sums due to EDAL from the employee in the event of their terminating their employment. EDAL reserves the right to deduct any sums owing from the employee's salary, as a condition of employment.

The training bond document is posted in the Forms section of the HR intranet page.

14.0 Staff Appraisal

All staff will be required to participate in EDAL's appraisal scheme. Further details will be provided by HR and your line manager.

15.0 Equal Opportunities in Employment

- (a) EDAL recognises its responsibilities as an employer for setting standards of fair treatment.
- (b) The company will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly on the grounds of their colour, race, nationality or national or ethnic origins, religion, religious or similar philosophical beliefs, sex or marital status, pregnancy, disability, sexual orientation, gender reassignment, age, or trade union membership.

Refer to the Equal Opportunities Policy for more detail.

16.0 EDAL Pension Scheme

The Company has established a Group Personal Pension Plan Scheme, the current provider of this scheme is Standard Life. The scheme is a Qualifying Workplace Pension Scheme for the purposes of Pension Auto Enrolment requirements. All eligible employees will be automatically enrolled to the pension scheme from 1st May 2014 onwards, as required by current legislation. Auto enrolment contribution rates are currently 1% employee contributions and 1% employer contributions. To find out more about the scheme please refer to the website - www.standardlifepensions.com/gpp-ex.

17.0 Annual and Public Holidays

- (a) The holiday year is from 1 April to the following 31 March.
- (b) In each year employees are allowed paid holiday in accordance with the table below.
- (c) For those joining or leaving during the holiday year the annual holiday allowance will accrue at the rate of 1/365 of their annual allowance for every completed day of service in that holiday year for those working a shift pattern over 7 days, or 1/260 if working a fixed 5 day week. In the event of any annual leave being outstanding upon leaving the employment of EDAL, the company will pay this entitlement in lieu or retrieve it from final salary if the amount of annual leave accrued has been exceeded.

- (d) Annual leave entitlement for a 40 hour per week worker is:

On Entry	After 2 years	After 7 years
224 hours (160 + 64 public hols)	240 hours (176 + 64 public hols)	264 hours (200 + 64 public hols)

Employees will progress to each higher level of annual holiday allowance on 1st April following the anniversary of their entry into employment.

- (e) Annual leave entitlement will be pro rated for those employees contracted to work fewer than 40 hours per week.

Refer to the Annual Leave Policy for more details.

18.0 Compassionate Leave

In the event of the bereavement, or severe illness, of an immediate relative, i.e. mother, father, brother, sister, wife, husband, civil partner or child, compassionate leave of up to three days will be granted by the Managing Director or his/her nominated representative on presentation of a leave request form.

19.0 Managing Sickness Absence

- (a) EDAL is committed to managing sickness absence in a fair and consistent way, fully complying with the provisions of Disability Discrimination Legislation.
- (b) It is recognised that occasionally individuals will suffer sickness absence in the course of employment. EDAL aims to provide support to staff whilst also ensuring that effective staffing levels are achieved.

Refer to the Managing Sickness Absence Policy for more detail.

20.0 Family Friendly Policy

This includes details of maternity, paternity, adoption leave and pay as well as the right to request flexible working, paternal leave and emergency time off for dependants.

Refer to the Family Friendly Policy for full details.

21.0 Health and Safety at Work

- (a) All accidents, injuries or near misses at work must be reported immediately to an employee's Supervisor or Manager. The correct report must be completed in full on OSHENS at the time of the occurrence and certainly before the end of the shift. Only on the rare occasion when this is not possible it will be the responsibility of the line manager to ensure it is reported.

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- (b) The primary purpose of the company Safety Policies is to manage safety in all areas of the business so that accidents and incidents are avoided. EDAL recognises and accepts its responsibility to ensure, as far as is reasonably practicable, that the Airport and its Air Traffic Services are safe for use by aircraft. This policy also provides for a safe working environment for all employees and others whilst on EDAL premises.
 - (c) The Board of Directors of the Company recognises and accepts its responsibilities as an employer for providing a safe and healthy workplace and working environment for all of its employees. In addition, all staff have responsibility for the safety of themselves and the people around them.
 - (d) All staff are expected to make themselves familiar with the published safety policies, procedures and standards as part of the integrated management system and associated documents.

Please refer to the Safety Manual for more information, which can be found within section 11.0 of the governance tier of company integrated management system (CIMS). Your manager will also be able to provide you with department specific safety information.

22.0 Acceptable Behaviour

- (a) EDAL recognises that employees who work together may have family connections or form personal friendships and in some cases close personal relationships. Whilst it does not wish to interfere with these relationships, it is necessary for EDAL to ensure that all employees behave in an appropriate and professional manner at work.
- (b) All employees are required to be neat, clean, tidy and well groomed whilst at work, whether working on EDAL's premises or elsewhere. Uniforms will be provided where necessary – see Uniform Section.
- (c) EDAL requires the highest standards of conduct from its employees at all times, acting in a professional and competent manner and ensuring their behaviour does not bring the company into disrepute.

Refer to the Acceptable Behaviour Policy for more detail.

23.0 Uniforms

- (a) Uniforms and other EDAL property such as security passes are issued at management discretion.
- (b) It is not a general condition of employment for uniforms and other EDAL property to be provided.
- (c) It is a condition of employment that those employed on jobs designated as requiring the wearing of a uniform should properly

wear the uniform provided. Accordingly, employees will comply with the following conditions:-

- The appropriate uniform items will be worn as determined by management.
 - Appearance must accord with the standards required by management.
 - Employees will be responsible for maintaining the uniform to the standard required by management.
 - Non-uniform items, which management considers detracts from the employee's or the uniform's appearance, or are out of keeping with the principle inherent in the issue of uniforms, will not be worn in place of or additional to the uniform items provided.
 - EDAL badges appropriate to the uniforms and identity cards, where issued, will be worn. Non-EDAL badges or other insignia will not be worn.
- (d) A breach of these general conditions may render the employee liable to disciplinary action.
- (e) Upon termination of employment, all employees are required to return uniforms and other EDAL property such as security passes and locker keys, on their last day of employment. EDAL reserves the right to deduct the costs of items not returned from final salary.

24.0 Prevention of Bullying & Harassment

- (a) EDAL recognises that bullying or harassment can cause employees to be subject to fear, stress and anxiety, which can put great strains on personal and family life. It can lead to illness, increased absenteeism, an apparent lack of commitment, poor performance and even resignation. All these also have a direct impact on organisational effectiveness therefore we aim to create a supportive working environment free from all forms of bullying or harassment.
- (b) Employees should raise issues of bullying or harassment to their line supervisor/manager if it cannot be resolved with the person(s) directly responsible in the first instance.

Refer to the Prevention of Bullying & Harassment Policy for more detail.

25.0 Whistle Blowing

- (a) We seek to conduct all aspects of our business at the highest level of excellence and professionalism and by operating in an ethical manner. We are committed to customer satisfaction, safety, security, putting people first and being a friend to the environment. To meet these standards, we rely on the honesty and integrity of all our staff, irrespective of level or status within the organisation, to point out ways in which we can improve the conduct of our business and make our decisions within a clear ethical framework. So we want to encourage a culture of openness, allowing all staff (including temporaries and

sub-contractors) to raise and resolve any problems as quickly as possible.

- (b) If you make a disclosure, the Company will preserve your anonymity to the greatest practicable extent.

Refer to the Whistle Blowing Policy for more detail.

26.0 Grievance Procedure

- (a) The Grievance Policy provides a means for an employee, who may have problems or concerns about their work, working environment or working relationships, to raise a grievance. The procedure is designed to enable individuals' grievances to be settled fairly and as near as possible to the point of origin. The whole procedure should be taken seriously, to ensure that where possible grievances are dealt with before they develop into major problems.
- (b) Employees should raise grievances with their line supervisor/manager in the first instance.

Please refer to the Grievance Policy for more detail.

27.0 Disciplinary Procedure and Code of Conduct

- (a) This sets out the Code of Conduct and Disciplinary Rules that employees of EDAL are expected at all times to observe and details the procedures that apply in the event of non-compliance.
- (b) The procedure is designed to help and encourage employees to achieve and maintain the required standards of conduct, attendance and job performance. It provides a means of dealing with shortcomings and ensures consistent and fair treatment for all.

Please refer to the Capability, Disciplinary & Dismissal Policy for more detail.

28.0 Data Protection

Employees are protected under the Data Protection Act 1998 and are given rights to access personal data held about them. This policy is intended to ensure that anyone processing personal data complies with the principles of good practice.

Refer to the Data Protection Policy for more detail.

29.0 IT Equipment & Use

- (a) This policy sets standards for EDAL employees, temporary staff, contractors and consultants who use company computers and other IT equipment as part of their work.
- (b) It gives guidance on retaining and filing all email communications appropriately, use of the email system and internet for personal

correspondence, correct usage of company issued mobiles phones and BlackBerries® etc.

Refer to the IT equipment & Use Policy for more detail.

30.0 Private Telephone Calls and Mail

- (a) Private telephone calls must not be made on EDAL telephones except in cases of emergency or with specific prior approval by Management.
- (b) Personal mail should not be addressed c/o EDAL. All mail received at the Airport may be opened and is subject to security screening.

31.0 Driving EDAL Vehicles

- (a) To comply with the requirements of EDAL's insurers, any employee who is required to drive airside as part of their duties, or to drive a pooled car or their own car on EDAL business, must inform the Managing Director (via his Personal Assistant) should they have any convictions on their licence or be driving with a medical disability.
- (b) Failure to inform the Managing Director may result in disciplinary action being taken.
- (d) Copies of driving licences will be taken by the Managing Director's PA and cars must be booked in advance using the Pool Car Request Form, which can be found on the home page of the intranet in the General Documents folder.

Please refer to the EDAL Drivers Handbook for more detail.

32.0 Car Parking

32.1 Free On-Site Car Parking

Free parking is available for staff however the use of the airport car parks is primarily for paying customers and is an important revenue stream for the airport. It is therefore vital that customers are reserved the spaces nearest the terminal.

32.2 Where to Park

In the winter months (November to March) staff are given access to car park 3 although access to car parks 4 and 5 remain available at this time should staff prefer. In the summer months (April to October) staff should use car parks 4 or 5 only. In car park 3 staff should park in zone G or beyond, past the yellow line. In car parks 4 and 5, staff should try to park in Car Park 5 in the first instance. In the event that this area is full, staff should fill Car Park 4 from the back (the fence line adjacent to the airfield) and remain past the yellow line.

32.3 Failure to Park Correctly

In the event that the protocol is abused, EDAL will operate a '3 strike system'. Any employee parking their vehicle incorrectly will be informed in writing on each of the three occasions. After the second occasion a meeting will be arranged for the employee to meet with their manager to discuss the issue and the resultant deduction from wages of car parking charges in the event that the offence persists. The daily charge applicable and the duration of the charging period will be outlined in relevant letters.

Please refer to the Car Parking Protocol for more detail.

33.0 No Smoking at Work

- (a) The Company has a responsibility to provide a safe place and system of work and has acted to give priority to the needs of non-smokers who do not wish to breathe tobacco smoke.
- (b) Smoking is not permitted in any EDAL occupied buildings or offices. There is a nominated area (opposite the Flybe entrance, near HR) where a smoking shelter is provided.
- (c) Smoking on airside areas is forbidden at all times including within vehicle cabs. This is in accordance with the Civil Aviation Authority (CAA) regulations. These guidelines apply equally to visitors to company premises and employees should seek to ensure that visitors comply with its requirements.
- (d) The success of the policy depends on the co-operation of all staff. Employees who fail to observe the requirements will make themselves liable to disciplinary action in line with the Capability, Disciplinary & Dismissal Policy.
- (e) Any staff who require assistance to comply with this policy are encouraged to contact HR for information and advice about available counselling and support.

34.0 Communications with the Media etc

- (a) Neither during nor after employment shall any employee divulge (without express permission of the Managing Director of EDAL) any information acquired during their employment relating to the operation and management of EDAL, or any of EDAL's activities of any nature whatsoever.
- (b) Any approach to employees from the above must be referred to the Communications Manager.

35.0 Other Employment and Interests

- (a) Employees should declare to the Managing Director of EDAL details of any external interests, financial or otherwise, which could be to the detriment of EDAL.
- (b) They should also declare details of other employment in which they engage.
- (c) Failure to do so may render them liable to disciplinary action.
- (d) The purpose of this section is to ensure that employees are able to fully discharge contractual obligations to the company without any conflict of interest arising.
- (e) It is not the intention of the company to arbitrarily prohibit its employees from engaging in outside interests or employment.
- (f) However, where it considers that such involvement is to the detriment of EDAL, and/or is contrary to the Working Time Regulations, then subject to consultation and the right of appeal (through the company's grievance procedure) EDAL may require an employee to withdraw from a specified activity. Failure to comply with any such instruction will be dealt with through the company's Capability, Disciplinary & Dismissal Policy.
- (g) To ensure that this provision is consistently and effectively applied, individuals must write to the Managing Director declaring activities including –
 - Other paid employment
 - Any other external interests (financial or otherwise) which could impinge or relate to the operation of the airport.

This record will be retained on the employee's confidential HR file, together with the Managing Director's response.
- (h) If an employee is in any doubt about whether they should disclose anything, then they are advised to mention it to their Line Manager.

36.0 Gifts, Inducements and Gratuities

- (a) Apart from any other legal implication, employees render themselves liable to disciplinary action, including dismissal, if they, or any member of their family, accept or anticipate any gift considered as an inducement or reward for:
 - Doing or refraining from doing any act in relation to the Company's business or affairs or
 - Showing favour or disfavour to any person in relation to the Company's business or affairs

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- (b) No employee may accept any gift, hospitality, gratuity or other inducement. Any offer of a gratuity must be rejected immediately in a polite manner. Employees must not solicit any gratuities.
 - (c) Any employee who is approached with an offer of any kind which they believe (or ought to reasonably to believe) could be intended or construed as a gift or inducement must immediately report the matter to their supervisor or line manager.
 - (d) Anyone who is in any doubt as to how to conduct themselves in any particular circumstances should immediately contact their supervisor or line manager.
 - (e) Only in cases where a sustained refusal to accept a gift or gratuity is likely to cause offence may it be accepted. Where this is the case, it must be clearly stated to the donor that any such gift or gratuity will not be retained by the employee to whom it is given, but will be donated to charity. The individual will then declare the gift to their line manager/director who will log it in with the HR department.
 - (f) Managers/directors should immediately inform the HR department of the details of the accepted gift. This is to include name of donor, name of recipient, the date of the donation and the value and description of the gift.
 - (g) Gifts of nominal value only (for example, diaries or calendars) may be accepted when this will in no way affect any contract that exists or could exist between EDAL and the company represented by the donor of the gift.
 - (h) Modest hospitality may be accepted by employees where they believe (and they believe that EDAL will reasonably agree) that it serves a demonstrable business purpose for the Company (for example, a business lunch). Hospitality, other than modest hospitality which is primarily intended for social purposes (and which will reasonably be construed by the Company to be such), should be accepted only with the approval of a Director.

37.0 Periods of Notice

37.1 Notice required to be given by Employees:-

The minimum period of notice of termination of employment an employee is required to give is one month's notice except during any probationary period, when they will only be required to give one week's notice.

37.2 Notice required to be given by the Employer:-

The period of notice of termination of employment to which an employee is entitled during any term of probation will be one week. Thereafter (except in cases of gross misconduct) they will be entitled to one week's notice for each year of continuous employment up to a maximum of 12 weeks

subject to a minimum of one month's notice. Payment in lieu of notice may be made to the employee.