

Stafford Showground Limited

STAFF HANDBOOK

April 2026

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Appendix 1 – Acknowledgement of Receipt of the Staff Handbook

1. INTRODUCTION

Welcome to Stafford Showground Limited.

This handbook sets out the key policies, expectations and ways of working that apply while you are working with us. It is designed to give you clarity on how we operate, what you can expect from us as your employer, and what we expect from you in return.

The handbook applies to all employees and workers unless stated otherwise. It does not form part of your contract of employment, but you are required to follow the standards and guidance within it.

We are committed to operating in line with current UK employment legislation, including changes introduced through the Employment Rights Act reforms taking effect from 2026 onwards. As a result, some rights referenced in this handbook apply from day one of employment and reflect our commitment to fair, transparent and supportive working practices.

Where a policy is supported by a more detailed standalone document, this handbook provides an overview and directs you to the full policy for further detail.

We may update this handbook from time to time to reflect legal, organisational or best practice changes. Any significant updates will be communicated to you

2. ABSENCE FROM WORK

This section explains what to do if you are unable to attend work and how absence is managed.

Late Attendance

If you are unable to attend work or expect to be late, you must contact your manager as soon as possible and no later than 30 minutes after your normal start time. Wherever possible, this should be a direct conversation.

Absence is managed in a way that balances business needs with employee wellbeing. We recognise that absence may arise for a range of reasons, including illness, caring responsibilities or unforeseen circumstances, and we aim to take a supportive and reasonable approach.

Sickness Absence

If you are unable to attend work due to sickness or injury, you must notify the Company as soon as reasonably practicable on the first day of absence, and normally no later than 12 noon, unless there are exceptional circumstances. Where you are unable to make contact personally, you should arrange for someone to do so on your behalf.

You must provide the reason for your absence and, where possible, an indication of its likely duration. You are required to keep the Company regularly informed of your ongoing absence and expected return to work.

For absences of 7 calendar days or fewer, you must complete a self-certification form on your return to work. For absences of more than 7 calendar days, you must provide a medical certificate (fit note) covering the period of absence. Further medical certification must be provided to cover any continued absence.

Failure to comply with the notification and certification requirements may result in disciplinary action and/or affect entitlement to company sick pay.

Return to Work Discussion

When you return from any period of sickness absence, your manager may invite you to a return-to-work meeting. This is an informal and supportive conversation designed to:

- Confirm that you're fit to return
- Review any outstanding certification
- Update you on any key work developments
- Explore any support, adjustments, or patterns of concern

Wellbeing and Attendance

If you experience repeated short-term absences or a long-term health condition that affects your ability to attend work regularly, we may:

- Invite you to a **welfare meeting** to explore support options
- Seek consent to obtain a medical report or occupational health assessment
- Consider any **reasonable adjustments** under the Equality Act 2010
- Where appropriate, we may agree to a phased return-to-work plan.

The purposes of a welfare meeting or meetings will be to discuss matters such as the reasons for your absence, how long it is likely to continue, whether it is likely to recur, whether to obtain a medical report, and whether there are any measures that could improve your health and/or attendance to assist you in returning to work

At any stage, we may decide that medical evidence, or further medical evidence, is required before deciding on a course of action.

Following a welfare meeting, in cases of long-term absence, we may seek to agree a return-to-work programme with you.

Company Sick Pay

Subject to meeting the required notification and certification requirements, you will be entitled to:

- Up to 10 working days' Company sick pay in any calendar year (inclusive of Statutory Sick Pay (SSP)); and
- Thereafter, Statutory Sick Pay (SSP) in accordance with applicable legislation.

Absence Review and Formal Action

If your level of absence continues to cause concern despite support, we may take formal action under our **Disciplinary Procedure**. We will always seek to engage with you fairly and transparently before doing so.

In cases of short-term, intermittent absence, we may issue you with a formal warning and set a target for improved attendance within a certain timescale.

Meetings will normally be conducted by your manager/supervisor and, in certain circumstances by a more senior manager. In advance of any meeting, you will be informed whether or not you are entitled to bring a colleague or trade union representative with you.

If, after a reasonable time, you have not been able to return to work or if your attendance has not improved within the agreed timescale, we may hold a further meeting or meetings. In some cases, after exploring all available and reasonable options, we may hold a meeting to consider the possible termination of your employment. Before we make a decision, we will consider any matters you wish to raise and whether there have been any changes since the last meeting.

If formal action is taken (e.g. a warning or potential dismissal), you will have the right to appeal, in writing, within **five working days** of the outcome being communicated.

We will confirm our final decision in writing, usually within one week of the appeal meeting.

There is no further right of appeal.

Leave of Absence

Leave of absence is granted at our discretion in exceptional circumstances and will, usually, be unpaid.

Unauthorised Absence

Unauthorised absence (e.g. failure to notify, refusal to attend without explanation) may lead to disciplinary action and will normally result in loss of pay for the time absent.

Bereavement/Leave of Absence

You may take **up to three days' paid leave** following the death of an immediate family member (parent, spouse, partner, child, sibling). Additional paid or unpaid leave may be granted at our discretion.

We aim to support employees compassionately during difficult times and encourage you to speak with your manager if you require additional flexibility or support.

Medical/Dental Appointments

Please aim to schedule **GP, dental or medical appointments outside of working hours** wherever possible. If this cannot be avoided:

- Time off will usually be unpaid
- You must agree time off in advance with your manager
- You may be asked to provide an appointment confirmation

Time off for Public Duties

If you are required to serve on a jury or have a requirement to attend certain public positions, you must notify your manager/supervisor immediately. You will be paid your normal rate of pay whilst on jury service only but you must reclaim the flat rate allowance and this will be deducted from your pay accordingly.

Anti-Corruption and Bribery Policy

We are committed to carrying out our business honestly and with integrity. We do not tolerate bribery or corruption in any form and expect everyone working with us to follow the same standards.

In simple terms, bribery involves offering, giving, receiving or requesting something of value to gain an unfair advantage. This could take many forms, including money, gifts, hospitality, or personal favours.

You must not offer or accept anything that could influence, or be seen to influence, a business decision. This includes making unofficial payments to speed up processes or providing benefits in exchange for favourable treatment.

Reasonable and proportionate hospitality may be acceptable in some circumstances, but it must always be appropriate, transparent and not linked to any decision-making. As a general guide, anything of significant value, cash payments, or anything that could be perceived as excessive should not be accepted. If you are unsure, you should always check with your manager before proceeding.

You are expected to be open and accurate in your dealings, including recording any gifts or hospitality where required and ensuring all expenses are legitimate and properly documented.

If you are ever unsure about a situation or feel uncomfortable, you should raise it. Concerns can be raised with your manager or through the whistleblowing process, and you will not be treated unfairly for doing so.

Breaches of this policy are taken seriously and may result in disciplinary action, including dismissal. In some cases, there may also be legal consequences.

3. DIGNITY AT WORK

We are committed to creating a working environment where everyone is treated with dignity, respect and fairness.

We take a zero-tolerance approach to bullying, harassment and discrimination, including sexual harassment. This includes behaviour from colleagues, managers and third parties such as customers, suppliers or visitors.

We also recognise our responsibility to take proactive steps to prevent harassment, not just respond to it, in line with current legal expectations.

All employees are expected to:

- behave professionally and respectfully at all times,
- contribute to a positive and inclusive culture,
- challenge or report inappropriate behaviour where it is safe to do so.

If you experience or witness behaviour that concerns you, you are encouraged to raise it. Concerns will be taken seriously and handled sensitively.

Full details, definitions, examples and reporting processes are set out in the **Anti-Harassment and Bullying Policy**.

4. DISCIPLINARY AND PERFORMANCE PROCEDURE

We are committed to maintaining high standards of conduct and ensuring that any concerns are managed fairly, consistently and in line with the ACAS Code of Practice.

Issues relating to conduct will normally be addressed informally in the first instance where appropriate. Where formal action is required, this will follow a structured process including investigation, hearing and the right to be accompanied.

Any disciplinary decision will be based on evidence and you will have the right to appeal

The full Disciplinary Procedure, including investigation process, hearing structure and possible outcomes, is set out separately.

5. PERFORMANCE MANAGEMENT PROCEDURE

Performance (Capability) Procedure

This process applies when performance does not meet the expected standard due to skills, knowledge, capability or circumstances, rather than wilful misconduct.

In the first instance poor performance issues will be dealt with informally between you and your manager/supervisor.

Your manager/supervisor will:

- Highlight concerns clearly and supportively
- Agree specific objectives or KPIs
- Offer support, training, or coaching
- Set review dates to track improvement

Many issues can be resolved at this stage without the need for formal action.

However, where poor performance continues then formal action will be taken which will include reviewing records, monitoring work and gathering relevant information.

Performance Improvement Plan (PIP)

If concerns persist, a **Performance Improvement Plan** may be initiated. This will outline:

- The specific areas of underperformance
- Measurable improvement targets
- Timescales for improvement (e.g. 4–12 weeks)
- Support provided (e.g. mentoring, revised duties)
- Review checkpoints

The PIP may be documented and agreed with the employee.

It is not disciplinary but may be referenced if performance does not improve.

Performance Hearing

If insufficient improvement is shown, we will give you written notice of the date, including sufficient information about the alleged poor performance and its possible consequences to enable you to prepare. You may bring a colleague or trade union representative with you to the hearing provided you tell us who your chosen companion is in good time prior to the hearing.

You must make every effort to attend the hearing, and failure to attend without good reason may of itself be treated as misconduct and dealt with under our Disciplinary Procedure. If you fail to attend without good reason, or are persistently unable to do so (for example, for health reasons), we may have to take a decision based on the available evidence including any written representations you have made.

We will inform you in writing of the outcome, usually within one week of the hearing unless agreed otherwise.

Performance Outcomes up to and including Dismissal

Outcome	Typical Validity
Formal Performance Warning	6 months
Final Warning	12 months
Role reassignment or support plan	Optional, as alternative to dismissal
Dismissal (with notice)	If no improvement after prior support
Extension of improvement period	May be used with warning instead of dismissal

Reasonable Adjustments & Underlying Causes

If poor performance is linked to a disability, health condition, neurodivergence or personal difficulty, we will:

- Seek occupational health input if needed
- Consider reasonable adjustments
- Explore workload or role modification
- Allow additional time or flexibility where appropriate

Appeals (Performance)

Employees have the right to appeal formal performance decisions. The process mirrors disciplinary appeals.

Records and Confidentiality

Records of meetings, decisions, and support plans will be retained in line with our **Data Protection and Retention Policy** and stored securely. All matters will be treated confidentially and with respect.

6. EQUAL OPPORTUNITIES AND INCLUSION

We are committed to equality, diversity and inclusion across all areas of employment.

We do not tolerate discrimination on the basis of protected characteristics under the Equality Act 2010.

We aim to create an inclusive workplace where individuals feel respected, supported and able to contribute fully.

We recognise neurodiversity and will support employees through reasonable adjustments where appropriate.

Concerns should be raised via the **Grievance Procedure**. Further information can be found in our **Equal Opportunities Policy**.

7. FAMILY FRIENDLY AND FLEXIBLE WORKING POLICIES

Our Commitment

We recognise that balancing work and family life is essential for wellbeing and performance. We are committed to supporting employees with caring responsibilities through fair, inclusive, and legally compliant policies.

This section outlines your rights and options in relation to family leave and flexible working.

All entitlements described here apply in accordance with UK employment legislation and may be enhanced at our discretion.

We will continue to review and update our family-friendly policies in line with ongoing changes to UK employment law, including reforms introduced through the Employment Rights Act 2026.

Maternity Leave and Pay

If you are pregnant, you are entitled to:

- Up to **52 weeks' maternity leave** (26 weeks ordinary + 26 weeks additional)
- **Statutory Maternity Pay (SMP)** for up to 39 weeks (if eligible), or Maternity Allowance if not eligible for SMP
- Protection against dismissal or unfavourable treatment due to pregnancy
- You are also entitled to additional protection in redundancy situations from the point you inform us of your pregnancy until 18 months after the birth of your child. During this period, you may have priority for suitable alternative roles where redundancy situations arise.

You must:

- Inform us by the **15th week before your due date** of your pregnancy, expected week of childbirth, and intended start date for maternity leave
- Provide a **MATB1 certificate** from your midwife or doctor

You are entitled to reasonable **paid time off for antenatal appointments**, including scans, GP visits and midwife check-ups.

Paternity Leave (Updated April 2024)

If your partner is having a baby or adopting a child, you may be entitled to:

- **Up to 2 weeks' statutory paternity leave**
- Paid at the statutory rate (if eligible)
- Paternity leave can be taken as either one continuous block or as two separate one-week blocks, at any point within the first 52 weeks following birth or placement.

You must notify us of:

- Your intention to take leave by the **15th week before the due date**
- The actual dates chosen for leave with at least **28 days' notice**

You are also entitled to **unpaid time off to attend up to two antenatal appointments**.

Shared Parental Leave

Shared Parental Leave allows eligible parents to share up to **50 weeks of leave** and **37 weeks of pay**, subject to notice and agreement.

To be eligible, you must:

- Be entitled to maternity or adoption leave/pay
- End (or commit to ending) your maternity/adoption leave early
- Meet certain employment and earnings criteria

Shared Parental Leave can be taken **flexibly in blocks**, including alternating between parents.

Because Shared Parental Leave can be complex, we encourage you to speak to your manager or HR as early as possible so that we can support you with planning and eligibility.

Adoption Leave and Pay

Employees adopting a child are entitled to the same leave and pay as birth parents:

- **Up to 52 weeks' adoption leave**
- **Statutory Adoption Pay** for up to 39 weeks (if eligible)
- **Paid time off** for adoption appointments (primary adopters)

You must provide a **Matching Certificate** and give written notice of your intention to take adoption leave within 7 days of being matched with a child.

Parental Bereavement Leave

If you suffer the loss of a child under the age of 18 (or a stillbirth after 24 weeks), you are entitled to:

- **Two weeks' statutory bereavement leave**
- Taken in one block or two separate weeks within **56 weeks of the death**
- **Statutory Parental Bereavement Pay** (if eligible)

You do not need to have been employed for a minimum period to qualify for the leave. We will handle such matters with compassion and sensitivity.

Parental Leave

Unpaid **statutory parental leave** is available to eligible employees to care for a child up to age 18.

Key facts:

- Up to **18 weeks per child**, limited to **4 weeks per year per child**
- Must be taken in whole weeks (except where the child is disabled)
- You must give at least **21 days' notice** before the intended leave date
- Eligibility criteria apply to parental leave, and further details can be provided on request.

Time Off for Dependants

Employees have a statutory right to take a reasonable amount of time off work to deal with emergencies involving their dependents from day one of their employment.

Key facts:

- Employees are entitled to a reasonable amount of unpaid time off to deal with unforeseen emergencies involving a dependant or in the event of an emergency.
- It is anticipated that no more than one or two days will be appropriate on each occasion.
- Arrangements to cover any time off needed in excess of this as a result of an emergency will need to be discussed with your line manager.
- Eligibility criteria apply to time off for dependants, and further details can be provided on request.

Carer's Leave

Employees have a statutory right to carer's leave.

Key facts:

- Employees with caring responsibilities have a statutory right to take up to one week (5 working days) of unpaid carer's leave in any rolling 12-month period, from day one of employment
- You are considered a carer under this policy if you provide or arrange care for a dependant with a long-term care need. A dependant may include:
 - spouse or civil partner
 - child
 - parent
 - person who lives in the same household but is not a tenant, lodger, boarder or employee
 - person who reasonably relies on you to provide or arrange care. This could be, e.g. an elderly neighbour or grandparent.
- A long-term care need means the dependant:
 - Has an illness or injury likely to require care for more than three months,
 - Has a disability under the Equality Act 2010,
 - Requires care due to old age.
- To request carer's leave, you must give at least:
 - 3 days' notice for a single day or half-day, or

- Twice the amount of notice as the number of days requested (e.g., 4 days' notice for 2 days' leave).
- Notice does not need to be in writing, although doing so is recommended.

Neonatal Care Leave (Updated April 2025)

Employees have a statutory right to neonatal care leave from day one of employment where they are responsible for a baby receiving neonatal care.

Key facts:

- You are entitled to take one week of neonatal care leave for each consecutive 7-day period that your baby is receiving neonatal care, up to a maximum of 12 weeks
- You may take neonatal care leave if you have parental or other prescribed responsibility for a baby who is receiving, or who has received, neonatal care.
- "Neonatal care" is defined in law as care of a medical or palliative kind lasting for at least seven consecutive days which starts within 28 days beginning with the day after the child's birth. The medical care may be received in hospital, or out of hospital providing the child was originally an inpatient and the care is under the direction of a consultant. Neonatal care also covers babies receiving palliative or end of life care
- You are entitled to Statutory Neonatal Care Pay during neonatal care leave if you:
 - are eligible for statutory neonatal care leave
 - have 26 weeks' continuous service by the week immediately preceding the one in which neonatal care starts
 - earn at least the lower earnings limit on average calculated over the period of 8 weeks ending with the week before neonatal care starts
 - are still in employment in the week before neonatal care starts.
- If you are eligible, you are entitled to a maximum of 12 weeks' statutory neonatal care pay, paid at one week per every 7 uninterrupted days of care the child receives.

Bereaved Partner's Paternity Leave (Updated April 2026)

Eligible employees have a statutory right to unpaid bereaved partner's paternity leave from day one of employment in circumstances where a child's primary carer dies.

Key facts:

- The person who has died must be either:
 - the mother or parent who gave birth
 - the primary adopter
 - an intended parent having a baby through surrogacy
- The father or partner can take up to 52 weeks' unpaid leave to care for their child. They can choose the amount of time. They must take it in one block.
- In most cases, they must take the leave within 52 weeks of either:
 - the child's birth – including intended parents in a surrogacy
 - the child's adoption placement
 - the child's entry to Great Britain for overseas adoptions

There's an exception, if the death happens less than 14 days before the end of the 52 weeks. The father or partner can still take 14 days' leave.

Flexible Working (Updated April 2024)

All employees now have the **right to request flexible working from day one** of employment.

Flexible working may include:

- Part-time hours
- Compressed hours
- Job sharing
- Homeworking or hybrid arrangements
- Changes to start or finish times

To request flexible working:

- Submit your request in writing (including the change you seek and proposed start date)
- We will meet with you to discuss the request (within a reasonable timeframe)
- You will receive a written decision **within 2 months**

If we are unable to agree to a request, we will discuss the reasons with you before making a final decision and provide a clear explanation based on legitimate business grounds.

You may submit **up to 2 requests per 12-month period**.

Support and Guidance

If you have any questions about your family-friendly entitlements or wish to explore options that support your work-life balance, please speak with your line manager.

8. DATA PROTECTION REGULATION (UK GDPR)

We are committed to handling personal data lawfully, fairly and securely.

Your data will be processed in line with:

- UK GDPR
- Data Protection Act 2018

Full details are set out in the Employee Privacy Notice.

Data retention details are in the Data Retention Policy.

All employees must handle personal data responsibly.

9. GRIEVANCE PROCEDURE

We are committed to building a positive and respectful working environment. If you have a concern or complaint about your employment, working relationships, treatment, or workplace practices, we encourage you to raise it.

This procedure outlines the steps to resolve concerns in a fair, timely, and constructive manner. The procedure applies to all employees, regardless of length of service.

What is a Grievance?

A grievance is any concern, problem or complaint that an employee wishes to raise relating to:

- Terms and conditions of employment
- Health and safety
- Work relationships or treatment by others

- Discrimination, bullying or harassment
- Organisational change
- Any breach of legal rights or company policy

Informal Resolution

It is hoped that most grievances can be resolved quickly and informally through discussion with your manager/supervisor. However, if this does not resolve the problem you should initiate the formal procedure set out below.

Formal Grievance Procedure

You should put your grievance in writing and submit it to your manager/supervisor. If your grievance concerns your manager/supervisor you may submit it to the Chief Executive.

The written grievance should set out the following;

- The nature of the issue
- Relevant dates, facts, and individuals involved
- Any steps you have already taken to resolve it

Grievance Hearing

Following receipt of a written grievance, we will arrange a meeting, normally within 5 to 10 working days of receiving your written grievance. You may bring a colleague or trade union representative with you to the grievance meeting provided you tell us who your chosen companion is in good time prior to the meeting.

At the hearing, you'll have the opportunity to:

- Explain your concerns
- Present evidence or suggest witnesses
- Discuss potential outcomes

We may adjourn the meeting to allow for further investigation where necessary.

Outcome of Grievance

We will write to you, as soon as is reasonably possible after the grievance meeting, to confirm our decision and notify you of any further action that we intend to take to resolve the grievance. We will also advise you of your right of appeal.

Appeal Process

If the grievance has not been resolved to your satisfaction you may appeal in writing to the Chief Executive stating your full grounds of appeal, within five calendar days of the date on which the decision was sent or given to you.

We will hold an appeal meeting, normally within two weeks of receiving the appeal. The appeal hearing will, where possible, be held by another manager or a member of the Board who has not previously been involved in the matter.

You may bring a colleague or trade union representative with you to the appeal hearing provided you tell us who your chosen companion is in good time prior to the hearing.

We will inform you in writing of our final decision within one week of the appeal hearing.

There is no further right of appeal.

Confidentiality and Support

All grievance matters will be handled with sensitivity and confidentiality. Records will be kept securely in accordance with our **Data Protection Policy**.

Protection from Retaliation

You will not suffer any disadvantage or retaliation for raising a genuine concern. Any form of victimisation will be treated as a disciplinary matter.

However, **deliberately false or malicious complaints** may also lead to disciplinary action.

10. HEALTH AND SAFETY POLICY

We are committed to providing a safe working environment.

All employees must:

- take reasonable care of their own health and safety
- follow safety instructions
- report hazards and incidents

Health and safety responsibilities apply in all working environments, including remote working.

We will:

- carry out risk assessments
- provide appropriate training
- support employees with medical conditions or pregnancy

Further detail is available in the Health and Safety Policy

11. IT AND COMMUNICATIONS SYSTEMS POLICY

Our IT and communications systems are essential tools for our day-to-day operations. This policy sets out how they should be used responsibly, lawfully, and securely by all employees, contractors, and authorised third parties.

This policy covers all digital systems, devices, and communication channels provided or supported by the company, including:

- Desktop computers, laptops, tablets, mobile phones
- Email and messaging systems
- Internet and intranet access
- Business software, apps and cloud platforms (e.g. Microsoft 365, Google Workspace)
- Phone and video conferencing
- Company-provided USBs and data storage
- Remote access tools and virtual desktops

It also applies to personal devices used for work purposes (“Bring Your Own Device” – BYOD), subject to separate agreement and safeguards.

Use of our systems is a condition of employment. Breaches of this policy may lead to disciplinary action, up to and including dismissal.

Security and Acceptable Use

You are responsible for the security of the equipment allocated to or used by you, and you must not allow it to be used by anyone other than in accordance with this policy. You should use passwords on all IT equipment and should keep these confidential and change them regularly.

You must use our IT systems responsibly and only for legitimate business purposes. The following behaviours are expected:

- Use strong, secure passwords and keep them confidential
- Lock your screen when away from your device
- Avoid downloading unauthorised software or apps
- Keep files organised and saved in approved locations (not on local hard drives)
- Use only licensed and authorised software

You must only log on to our systems using your own username and password. You must not use another person's username and password or allow anyone else to log on using your username and password. If you are away from your desk you should log out or lock your computer. You must log out and shut down your computer at the end of each working day.

You should not delete, destroy or modify existing systems, programs, information or data (except as authorised in the proper performance of your duties).

You must not download or install software from external sources without authorisation from the Chief Executive.

You must not attach any device or equipment to our systems without authorisation from the Chief Executive.

We monitor all e-mails passing through our system for viruses. You should exercise particular caution when opening unsolicited e-mails from unknown sources. If an e-mail looks suspicious do not reply to it, open any attachments or click any links in it. Inform your manager/supervisor immediately if you suspect your computer may have a virus.

Prohibited Use

You must never use company systems to:

- Access, create, or share offensive, obscene, discriminatory or defamatory content
- Harass, intimidate, bully or victimise others
- Commit fraud or other illegal acts
- Download or share unauthorised copyrighted material
- Install or use unauthorised software
- Circumvent network security measures (e.g. firewalls or filters)

Misuse of IT systems will be treated as a disciplinary matter and may result in summary dismissal.

Work Email and Communication Etiquette

Adopt a professional tone and observe appropriate etiquette when communicating by e-mail. Remember that e-mails can be used in legal proceedings and that even deleted e-mails may remain on the system and be capable of being retrieved. You should not:

- send abusive, obscene, discriminatory, racist, harassing, derogatory, defamatory, pornographic or otherwise inappropriate e-mails;
- send or forward private e-mails at work which you would not want a third party to read;

- send or forward chain mail, junk mail, cartoons, jokes or gossip;
- contribute to system congestion by sending trivial messages or unnecessarily copying or forwarding e-mails to others who do not have a real need to receive them; or
- send messages from another person's e-mail address (unless authorised) or under an assumed name.

Do not use your own personal e-mail account to send or receive e-mail for the purposes of our business. Only use the e-mail account we have provided for you.

Internet and Social Media

Internet access is provided primarily for business purposes. Your internet activity while using our systems may be monitored for security and compliance purposes.

Access to certain websites may be restricted or blocked.

You should not access any web page or download any image or other file from the internet which could be regarded as illegal, offensive, in bad taste or immoral. As a general rule, if any person (whether intended to view the page or not) might be offended by the contents of a page, or if the fact that our software has accessed the page or file might be a source of embarrassment if made public, then viewing it will be a breach of this policy.

Personal user of our systems

We permit the incidental use of our systems to send personal e-mail, browse the internet and make personal telephone calls subject to certain conditions. Personal use is a privilege and not a right. It must not be overused or abused. We may withdraw permission for it at any time or restrict access at our discretion. Personal use must meet the following conditions:

- it must be minimal and take place exclusively outside of normal working hours (i.e. during lunch breaks and before or after work);
- it must not affect your work or interfere with the business;
- it must not commit us to any costs; and
- it must comply with our policies including the Equal Opportunities Policy and Disciplinary Procedure.

Monitoring

For business reasons, and in order to carry out legal obligations in our role as an employer, your use of our systems including the telephone and computer systems (including any personal use) may be continually monitored by automated software or otherwise.

We may monitor system usage (emails, internet, downloads, file access) to:

- Prevent misuse or security breaches
- Ensure legal and policy compliance
- Investigate allegations of misconduct

This will be done in line with the Data Protection Act 2018, the UK GDPR, and the Regulation of Investigatory Powers Act 2000.

Cyber Security

You must:

Keep software up to date

- Report phishing or scams
- Avoid using public Wi-Fi without a VPN

- Use company-approved platforms only

Remote Working

When working remotely:

- Use secure, password-protected Wi-Fi
- Keep screens private in public settings
- Avoid saving work data to personal devices or drives
- Report theft or loss of equipment immediately

12. SMOKING IN THE WORKPLACE

For the purposes of this policy, smoking refers to both traditional tobacco smoking as well as vaping and e-cigarettes.

We are committed to protecting your health, safety and welfare and that of all those who work for us by providing a safe place of work and protecting all workers, customers and visitors from exposure to smoke.

All of our workplaces (including our vehicles) are smoke-free in accordance with the Health Act 2006 and associated regulations. All staff and visitors have the right to a smoke-free environment.

Smoking is only permitted in designated smoking areas during official breaks and lunch periods away from Company premises. 'No smoking' signs are clearly displayed at all entrances.

Anyone using our vehicles, whether as a driver or passenger, is prohibited from smoking at any time in Company vehicles.

13. SOCIAL MEDIA POLICY

Social media is a powerful tool but also presents risks. This policy protects the company's reputation, ensures legal compliance, and supports a respectful digital culture..

This policy deals with the use of all forms of social media, including Facebook, LinkedIn, Twitter, Google+, Wikipedia, Instagram, WhatsApp, Vine, Tumblr and all other social networking sites, internet postings and blogs. It applies to use of social media for business purposes as well as personal use that may affect our business in any way.

Employees are personally responsible for their online content. You must not:

- Post comments that could damage the company's reputation
- Share confidential information
- Disclose client, customer or supplier names without consent
- Harass, abuse or defame colleagues or third parties

This applies **even when posting in a personal capacity**, outside work hours, and on private devices.

If your profile references your employment (e.g. on LinkedIn), you must:

- Use professional language and content
- Avoid any implication that you speak on behalf of the company (unless authorised)

Personal use of social media is never permitted during working hours or by means of our computers, networks and other IT resources and communications systems.

You must also avoid making any social media communications that could damage our business interests or reputation, even indirectly.

You must not express opinions on our behalf via social media. You must not post comments about sensitive business-related topics, such as our performance, or do anything to jeopardise our trade secrets, confidential information and intellectual property. You must not include our logos or other trademarks in any social media posting or in your profile on any social media.

The contact details of business contacts made during the course of your employment are our confidential information. On termination of employment you must provide us with a copy of all such information and if requested to do so, must delete all such information from your personal social networking accounts and destroy any further copies of such information that you may have.

Any misuse of social media should be reported to the Chief Executive.

Inappropriate Use

Examples of misuse include:

- Offensive comments about colleagues or customers
- Sharing internal documents or images without permission
- Liking or resharing discriminatory or inflammatory content
- Using social media during work hours in a way that impacts performance

Any misuse of social media may result in disciplinary action, including summary dismissal where reputational damage occurs.

14. DRUG AND ALCOHOL POLICY

Our Commitment

We are committed to maintaining a safe, healthy, and productive work environment. The misuse of drugs or alcohol can impair judgement, performance, and safety and will not be tolerated in the workplace.

This policy applies to all employees, agency workers, contractors, and visitors while on company premises, attending work-related events, or undertaking duties on behalf of the business, including while driving for work.

Misuse of alcohol, drugs and other illegal substances can lead to reduced levels of attendance, reduced efficiency and performance, impaired judgement and decision making and increased health and safety risks for you and other people. Irresponsible behaviour or the commission of offences resulting from the misuse of alcohol or drugs may damage our reputation and, as a result, our business.

Legal and Safety Responsibilities

Under the **Health and Safety at Work etc. Act 1974**, we have a duty to protect the health and safety of all employees and others affected by our operations.

You also have a legal obligation to:

- Work safely and responsibly
- Avoid behaviour that could endanger yourself or others

- Notify us of any health or medication issues that may impair your ability to perform your role safely.

Alcohol Misuse

You must **not consume alcohol**:

- During working hours (including breaks)
- While operating machinery or driving for work
- Before or during any shift where alcohol impairment could affect safety or performance.

Alcohol may only be consumed at company events with prior approval from management. In such cases, moderation and professionalism are expected at all times.

Drinking alcohol while at work without authorisation or working under the influence of alcohol may be considered serious misconduct.

You must comply with drink-driving laws at all times. Committing a drink-driving offence may lead to action under our Disciplinary Procedure and could result in dismissal, particularly if your job requires you to drive.

Drug Misuse

You must **not use, possess, distribute, or be under the influence of illegal drugs**:

- On company premises
- During working hours
- While representing the company in any capacity

This includes substances that are controlled under the **Misuse of Drugs Act 1971**.

Prescription and Over-the-Counter Medication

If you are taking prescribed or over-the-counter medication that may affect your alertness, coordination, or ability to carry out your duties (e.g. drowsiness, delayed reaction), you must:

- Inform your line manager or HR as early as possible
- Cooperate with any reasonable adjustments or temporary changes to your duties

You are not required to disclose your diagnosis, only the potential impact on your safety at work.

Searches and Testing

We reserve the right to conduct searches for alcohol or drugs on our premises, including, but not limited to, searches of lockers, filing cabinets and desks, bags, clothing and packages. Any alcohol or drugs found as a result of a search will be confiscated and action may be taken under our Disciplinary Procedure.

We also reserve the right to conduct breathalyser testing for alcohol use on a random basis for safety critical roles, where there are grounds for reasonable suspicion of alcohol abuse, a part of rehabilitation or return-to-work support and/or as a result of an incident in the workplace. Any testing will be appropriate and based on risk and confidentiality will be maintained at all times. A confirmed positive result, or refusal to co-operate, may result in action being taken under our Disciplinary Procedure.

Managing suspected substance misuse

If your manager/supervisor has reason to believe that you are suffering the effects of alcohol or drugs, they will invite you to an interview to discuss the issue and where appropriate, refer you for medical and/or specialist advice.

Disciplinary Action

The following may result in disciplinary action, up to and including dismissal:

- Attending work under the influence of drugs or alcohol
- Possession or use of illegal substances in the workplace
- Misuse of prescription medication
- Refusal to cooperate with testing or investigation

We will always act fairly and proportionately, taking account of individual circumstances and any mitigating factors.

15. TRAINING AND DEVELOPMENT POLICY

We believe that training is essential for the development of employees and the organisation. You are encouraged to discuss training that is relevant to your current position and your career development with your manager/supervisor.

If you feel that training in a specific area will enable you to do your job more efficiently you should inform your manager/supervisor who will consider your request and if appropriate arrange for you to attend a training course.

Opportunities for promotion exist within the company and vacancies that arise will be advertised on the notice board whenever the situation permits. All employees are invited to apply for these positions if they have the appropriate qualifications.

Should we require you to attend external training; this too will be discussed and agreed in advance. Subject to agreement, the Company would meet costs incurred in such training.

Should an employee request support by attending external training, such requests will be considered and decided on the merits in relation to the employee's role and development within the Company.

In order to protect the Company's investment in training, employees will be required to sign and comply with a "Reimbursement of Training Costs Agreement".

16. WHISTLEBLOWING POLICY (PUBLIC INTEREST DISCLOSURES)

We are committed to the highest standards of integrity, accountability, and ethical conduct.

This policy provides a safe mechanism for employees to raise concerns about wrongdoing in the workplace without fear of reprisal.

It is designed to protect whistleblowers and to support a culture of openness, transparency, and speaking up.

What is Whistleblowing?

Whistleblowing is the act of raising a concern about **wrongdoing or malpractice** that is in the **public interest**. This is different from raising a personal grievance (which should follow the grievance procedure).

You may be protected as a whistleblower under the **Public Interest Disclosure Act 1998** if your disclosure relates to any of the following:

- **A criminal offence** (e.g. fraud, theft, bribery)
- **A failure to comply with a legal obligation**
- **A miscarriage of justice**
- **Danger to health or safety** (including unsafe working practices)
- **Damage to the environment**
- **Sexual harassment**
- **Deliberate concealment** of any of the above

This policy should not be used for complaints relating to your own personal circumstances, such as the way you have been treated at work. In those cases employees should use the Grievance Procedure.

Who is Covered?

This policy applies to:

- All employees
- Workers, contractors, consultants
- Agency and temporary staff
- Volunteers and trainees

You do **not** need to have a minimum length of service to be protected as a whistleblower.

Whistleblower Protection

If you raise a concern under this policy:

- You have the **right not to be dismissed, disciplined, demoted, victimised, or otherwise treated unfairly**
- Your concern will be treated **confidentially** wherever possible
- We will not tolerate any retaliation against whistleblowers

Any employee who **victimises or retaliates** against someone raising a protected disclosure may face disciplinary action.

How to Raise a Concern

You should raise the matter **as soon as you become aware of it**. The earlier a concern is raised, the easier it is to act on.

We hope that in many cases you will be able to raise any concerns with your manager/supervisor. You should provide as much detail as possible including:

- What the concern is
- When and where it occurred
- Who is involved
- Any evidence or supporting information

Where you prefer not to raise it with your manager/supervisor for any reason, you should contact the Chief Executive.

How We Will Respond

We will arrange a meeting with you as soon as is reasonably possible to discuss your concern. In advance of any meeting, you will be informed whether or not you are entitled to bring a colleague or trade union representative with you, in which case you will need to make a reasonable request in advance and tell us the name of your chosen companion. Your companion must respect the confidentiality of your disclosure and any subsequent investigation. You may be asked for further information or to attend a meeting, but we will keep you informed of progress (within confidentiality limits). You will be told of the outcome wherever appropriate.

If your concern is not upheld but was raised in good faith, you will still be protected from any negative treatment.

Anonymous Disclosures

While we encourage individuals to raise concerns openly, you can raise a concern **anonymously**. However, this may make it more difficult to investigate or provide feedback.

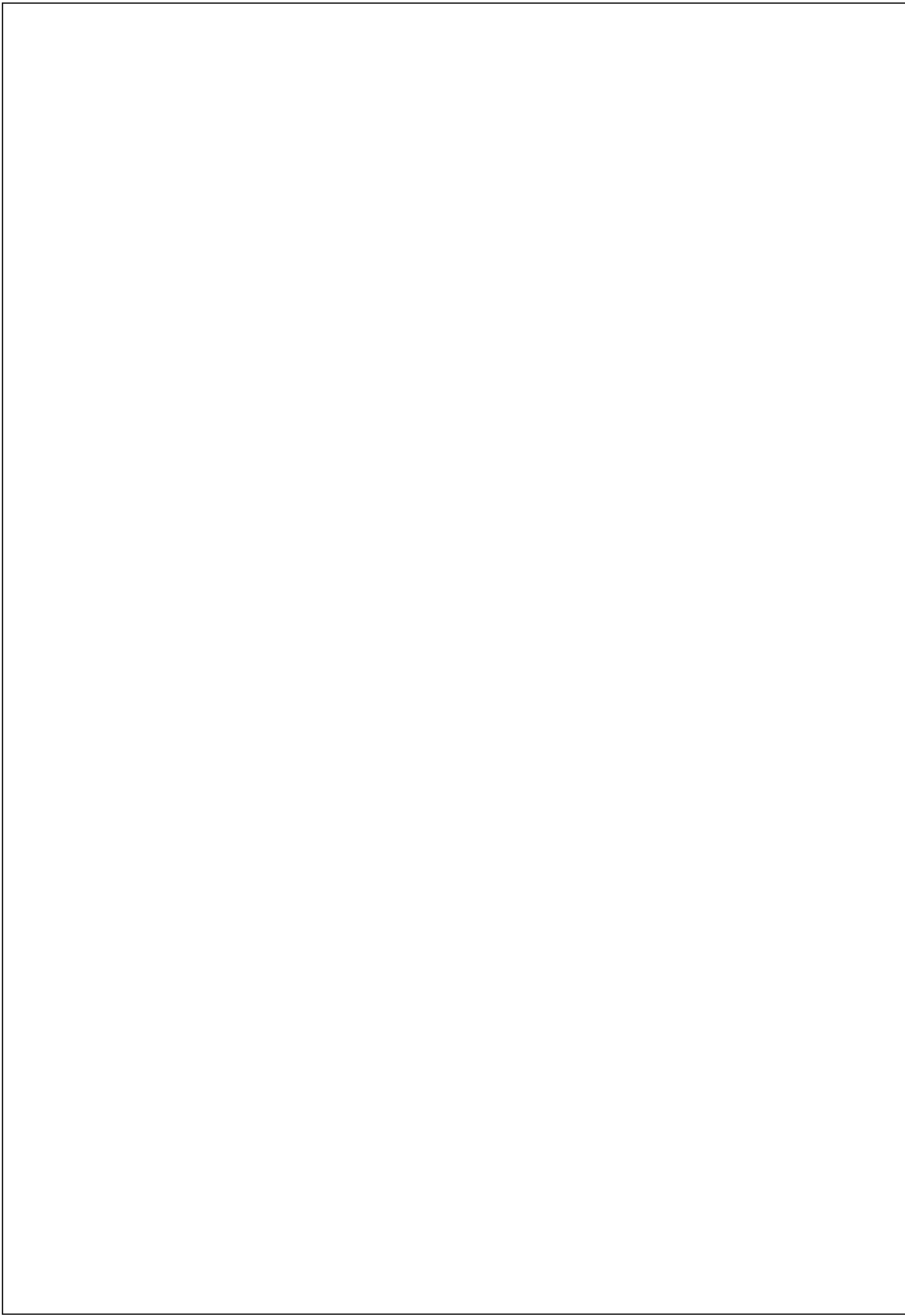
External Disclosures

The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases you should not find it necessary to alert anyone externally. The law recognises, however, that in some circumstances it may be appropriate for you to report your concerns to an external body such as a regulator. We strongly encourage you to seek advice before reporting a concern to anyone external.

Whistleblowers must not suffer any detrimental treatment as a result of raising a genuine concern. If you are an employee and believe that you have suffered any such treatment, you should inform the Chief Executive immediately or you may wish to utilise our Grievance Procedure for this purpose.

False Allegations

We aim to encourage openness and will support whistleblowers who raise genuine concerns under this policy, even if they turn out to be mistaken. However, making a false allegation maliciously or with a view to personal gain will be treated as misconduct and dealt with under our Disciplinary Procedure.



Acknowledgement of Receipt of the Staff Handbook

Name:

Job Title:

Place of Work:

Manager:

I confirm that I have received a copy of the Stafford Showground Limited Staff Handbook and that I have read and understood the contents.

I also confirm that I have sought clarification from my manager on any issues outlined in the Staff Handbook which I did not understand.

Signed:

Date:

Please return this form duly completed and signed to your manager.