



CLIFFE PACKAGING LTD

Working Conditions Policy

Issue No: 1.0

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Contact Officer: Matt Dawber (QHSE Manager)
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1.0 Introduction

1.1 Purpose

As an SME, Cliffe Packaging Ltd recognises that its performance and successes has high influence from the accomplishments and wellbeing of its staff. The small, flat structure means that there are close-knit relationships between all staff. It is Cliffe Packaging's aim to foster a culture which allows all its people to thrive, grow and have a voice. Cliffe Packaging wants to provide a family environment which facilitates excellent working conditions, a safe environment and opportunities for a better work-life balance where people love to work.

This policy is intended to form part of the business's demonstration to providing excellent working conditions and communicate the measures we are taking to all interested parties.

1.2 Scope

The scope of this policy includes all directors, managers and employees of Cliffe Packaging Ltd.

2.0 Objectives

Cliffe Packaging is committed to the following objectives:

- Comply with UK laws and rules regarding working conditions.
- Have **100%** of employees to receive a living wage.
- Have **100%** of employees with a contract of employment.
- Have **100%** of employees have opportunity to receive an annual performance-based bonus.
- Ensure **100%** of field-based employees are provided with a company vehicle or equivalent allowance.
- Define remuneration equally, with zero toleration of any discrimination related to origin, nationality, religion, race, gender, disability or age.
- Promote a workplace environment that supports and encourages the mental wellbeing of all employees.
- Increase the number of work-life balance initiatives offered to employees.
- Implement formal communication channels, systems and grievance mechanisms in all its operations.
- Garner employee satisfaction feedback from all employees on an annual basis through performance development reviews.
- Provide private medical insurance to employees in managerial and qualifying roles.
- Ensure support is provided to employees with children to care for.
- Allow for remote work for compatible roles, ensuring all office-based employees have opportunity for remote work for at least one day per week.
- Ensure **100%** of office-based employees have the access to perform their job remotely.
- In addition to the annual paid holiday allowance, paid national and holidays for **100%** of employees. Additional days off during important events (marriage, birth, and death of immediate relatives) are provided.
- Ensure warehouse-based employee overtime requests are not excessive, regular and always remain voluntary, with compensation at a premium above standard pay.

3.0 Controls and Measures

Cliffe Packaging endeavours to meet the above objectives with the following controls and measures:

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- Ensure all employees receive a written contract of employment before commencement of work, acceptance through signature by both employer and employee.
- Ensure all employees receive, and accept through signature, copies of the Employee Handbook and Code of Conduct.
- Provide all office-based employees with working benefits in line with requirements of their role, such as laptops and vehicles.
- Consider all employee requests for flexible working to reduce or vary working hours or to work from home for some contracted hours.
- Offer opportunity of a transition period for mothers returning from maternity leave to work part-time, during a transition period, before returning to full-time.
- Give permission for all employees to attend events such as parents-teacher meetings, their child's medical appointment to allow to leave work during their contracted hours.

4.0 Review and Approval

The HR Committee (including Company Secretary) has been appointed to oversee the implementation of this policy.

This policy is reviewed at least once annually by the board of directors with guidance from the QHSE Manager, is communicated internally and is made available publicly to all interested parties upon request.

Signed:



Date: 20/02/2024

Mr Philip Dawber

Managing Director, Cliffe Packaging Ltd