1. Introduction

Welcome to MRS

Employee Handbook

Our aim in producing this Handbook was to create a single source of information where you would be able to access the information you are likely to need in relation to your employment. The Handbook is not contractual and does not form part of your contract of employment with Mylnefield Research Services Limited (MRS) Ltd or the company.

At MRS we value the contribution our employees make to our business and we want our employees to be proud to work for MRS. We are committed to investing in people and have been an Investor in People organisation since 2000.

This Handbook contains important information about working for MRS and as well as outlining a number of employee benefits which MRS offers employees.

I hope you find this a useful guide during your employment with us. However, if you are unable to find the answer to your question here, please feel free to contact your line manager or Human Resources who will certainly be able to find an answer for you.

Signed: ____________________________

Managing Director

Date: ____________________________
Contents:

1. Introduction .............................................................................................................. 2
2. Contents ..................................................................................................................... 3
3. Joining MRS .............................................................................................................. 4
   a. About the Company ............................................................................................. 4
   b. Core Values ......................................................................................................... 4
   c. Your induction ..................................................................................................... 4
   d. Our Relocation Policy ......................................................................................... 4
   e. Standards of Performance and Behaviour at Work .............................................. 4
   f. Changes in personal Information for Employment Purposes .............................. 5
4. Pay ........................................................................................................................... 6
5. Overtime .................................................................................................................... 6
6. Employee Benefits ................................................................................................... 6
   a. Flexi-Time ........................................................................................................... 6
   b. Group Personal Pension Scheme ....................................................................... 6
   c. Cycle to Work Scheme ....................................................................................... 6
7. Employee Expenses ................................................................................................ 7
8. Family Friendly Policies .......................................................................................... 7
   a. Maternity Leave and Pay ................................................................................... 7
   b. Paternity Leave and Pay .................................................................................... 7
   c. Adoption Leave and Pay .................................................................................... 8
   d. Parental Leave ..................................................................................................... 8
   e. Flexible Working .................................................................................................. 9
   f. Time Off for Dependants .................................................................................... 9
9. Health and Safety .................................................................................................... 9
   a. Introduction .......................................................................................................... 9
   b. Procedure in the event of an accident .................................................................. 9
   c. First Aid ................................................................................................................ 10
   d. Fire Safety ........................................................................................................... 10
   e. Personal Safety .................................................................................................... 11
10. Training and Development ...................................................................................... 11
    a. Training and Development Policy .................................................................... 11
    b. Performance and Personal Development Review ............................................. 11
    c. Promotions Procedure ..................................................................................... 12
11. Use of Company Vehicles ....................................................................................... 12

Appendix 1: Additional Employee Benefits ............................................................... 13
   a. Childcare Vouchers ............................................................................................ 13
   b. Local Benefits ..................................................................................................... 13
   c. Group Personal Pension Scheme ....................................................................... 13
Appendix 2: Equal Opportunities Policy ..................................................................... 14
Appendix 3: Promotion Procedure ............................................................................... 17
Appendix 4: Personal Role Evaluation ......................................................................... 19
Appendix 5: MRS Flexible Working Scheme ............................................................. 27
Appendix 6: Disciplinary and Grievance Procedure ................................................... 29
   a. Disciplinary Procedure ...................................................................................... 29
   b. Grievance Procedure ........................................................................................ 29
Appendix 7: IT and Communications Systems Policy ................................................ 34
Appendix 8: Data Protection Policy ............................................................................. 39
Appendix 9: Anti-Bribery and Corruption Policy ....................................................... 43
Appendix 10: Contacts ................................................................................................ 48
Appendix 11: Confirmation of Receipt of Handbook Form ......................................... 49
3. Joining MRS

a. About the Company

The principal activity of Mylinefield Research Services Ltd (MRS) is innovation, translating scientific research into commercial products and services principally in the agricultural, horticultural and environmental sectors.

b. Core Values

MRS has four principle values (The Four Es):

**Ethics**
We will conduct our work with integrity and honesty, and will communicate openly with employees, customers and stakeholders

**Ethos**
We take pride in our work and aim to provide a workplace that encourages excellence, rewards success and provides high levels of job satisfaction.

**Employees**
We will treat all employees with respect and invest in the professional development of all employees

**Environment**
We will endeavour to minimise the impact of our business on the environment, work with other businesses to develop more sustainable products and respect the needs of the local community

Since 2000, MRS has been an Investor in People (IIP). In 2012, MRS were awarded Silver status from IIP.

c. Your Induction

MRS believes its employees are its greatest asset and recognises its responsibility to ensure they are afforded appropriate development throughout their employment. This development begins at the Induction stage when a new employee starts their employment.

d. Our Relocation Policy

Relocation assistance will only be considered in exceptional circumstances and is at the discretion of the Managing Director.

e. Standards of Performance and Behaviour at Work

**Appearance**

Employees are expected to dress appropriately at all times commensurate with their position within a commercial company.
If you have any queries about what is appropriate, these should be directed to your line manager.

**MRS Premises**

Security of our premises and our employees is important and you will be issued with an identity badge allowing access to your workplace. This remains the property of MRS. Should you lose your badge you must report it immediately to the Estates and Maintenance Administrator (see Appendix 10 for contact details).

On occasion you may wish to invite visitors on site to attend meetings. You are responsible for ensuring that your visitors are appropriately monitored during their stay, and that they do not access areas or company property inappropriately. They must receive a Visitors Pass from the James Hutton Institute Reception and sign in and out when arriving and leaving.

You must not remove MRS or James Hutton Institute property from the organisation’s premises unless prior authority from your line manager has been given.

**Personal Property**

Any personal property such as jewellery, cash, credit cards, clothes, cars, motorbikes or bicycles etc. left on MRS or James Hutton Institute premises is done so entirely at your own risk. You are strongly advised not to leave any valuables unattended, either on our premises, our vehicles or in your own vehicle. MRS does not accept liability for loss or damage to any personal property whatsoever.

**Telephones & Correspondence**

Company telephone / mobile phone or postal facilities must not be used for private purposes, unless agreed in writing. If, for any reason, personal use is made of these items then arrangements must be made to pay the cost price of all services used. Abuse of these facilities will be considered a potential disciplinary matter.

**Smoking and Other Substances at Work**

Legislation now exist which makes it illegal to smoke in enclosed public spaces. Smoking is therefore strictly prohibited on all MRS and James Hutton Institute premises (including entrances and exits) and vehicles.

Bringing alcohol without the written permission of an Executive Director for corporate events or any unlawful drugs to the workplace, and / or consuming or using them there is strictly prohibited both during work time or during a period prior to work where the effects carry over to the workplace. Any such instances will be dealt with under the disciplinary procedure and may lead to your summary dismissal.

**f. Changes in Personal Information for Employment Purposes**

It is important that our records are correct, as inaccurate or out of date information may affect your salary or cause difficulties in situations where contact is required for emergencies. You must notify Human Resources based at James Hutton Institute immediately of all changes to your personal information:
4. Pay

Employees will be paid on the 28th day of each month unless this date falls on a weekend of bank holiday when payments will be made on the last working day of the week preceding the 28th day.

5. Overtime

All overtime must be approved by the line manager and authorised by a Company Director in writing and in advance (see Appendix 5).

6. Employee Benefits

a. Flexi-Time

The Company knows that some people work better at different times of the day or that personal and business commitments mean that sometimes a “9-5” work schedule is not suitable or appropriate. Therefore, the Company is keen to adopt a flexible approach and places its trust in employees not to abuse it.

Depending on where you work in the organisation there are certain core hours where you are required to be at work, but the Company permits flexibility outwith these hours. Further details are contained in Appendix 5.

b. Group Personal Pension Scheme

The Company operates a Group Personal Pension Scheme administered by Argyle Consulting Limited. Further details can be found at Appendix 1

c. Cycle to Work Scheme

MRS operates a Cycle to Work Scheme and further information can be obtained from the Human Resources Department of the James Hutton Institute. Background information is available from www.cyclescheme.co.uk
7. **Employee Expenses**

You will be reimbursed for any expenditure necessarily incurred in order to do your job when working away from your normal place of work. Public Transport and accommodation costs will be reimbursed at actual cost – appropriate receipts must accompany all claims. The current mileage rates when travelling by your own private transport is 45 pence per mile, however, travelling by private transport is a last resort and public transport should be used wherever possible.

Additional benefits are set out in Appendix 1.

8. **Family Friendly Policies**

MRS operates a number of family friendly policies to support employees with family responsibilities. The Government is currently consulting on introducing a system of shared parental leave which if implemented may alter the undernoted leave entitlement.

a. **Maternity Leave and Pay**

Currently, all pregnant employees are entitled to up to 52 weeks' maternity leave which is divided into:

- Ordinary maternity leave of 26 weeks (OML).
- Additional maternity leave of a further 26 weeks immediately following OML (AML).

For employees who have or will have 40 weeks continuous employment with MRS at the start of the week in which their baby is due then statutory maternity pay (SMP) is payable for up to 39 weeks. SMP will stop being payable if you return to work. For employees who do not qualify for SMP they can claim Maternity Allowance through the Department for Work and Pensions (DWP).

SMP is calculated as follows:

- First six weeks: SMP is paid at 90% of your average weekly earnings; and
- Remaining 33 weeks: SMP is paid at the lower of the Prescribed Rate which is set by the Government for the relevant tax year (from 1/4/13 this is £136.78), or 90% of your average weekly earnings if this is lower.

b. **Paternity Leave and Pay**

Employees who have or will have been employed by MRS for 40 weeks at the start of the week in which their child is expected to be born (or if adopting a child for 26 weeks in the week they are matched with the child for adoption) are entitled to paternity leave and pay in accordance with the current statutory scheme. An employee cannot take both paternity leave and maternity leave or adoption leave.
Currently, all eligible employees are entitled to up to 28 weeks’ paternity leave which is divided into:

- Ordinary paternity leave of 2 weeks (OPL).
- Additional paternity leave of a further 26 weeks immediately following OML (APL).

If eligible, statutory paternity pay and additional statutory paternity pay is paid at a prescribed rate which is set by the government for the relevant tax year, or at 90% of your average weekly earnings if this is lower.

The Government is in the process of bringing in a system of shared parental leave which will alter entitlement to take APL. Further details will be published once known.

c. **Adoption Leave and Pay**

Employees who have 26 weeks continuous service with MRS in the week that a child is matched with them for adoption are entitled to adoption leave and pay in accordance with the current statutory scheme. Only one adoptive parent can take adoption leave and the other can take paternity leave.

Currently, all eligible employees are entitled to up to 52 weeks’ adoption leave which is divided into:

- Ordinary adoption leave of 26 weeks (OAL).
- Additional adoption leave of a further 26 weeks immediately following OAL (AAL).

Employees who have 26 weeks continuous service with MRS in the week that a child is matched with them for adoption are entitled to statutory adoption pay (SAP) that is payable for up to 39 weeks. SAP will stop being payable if you return to work.

d. **Parental Leave**

Employees who have been continuously employed by MRS for 12 months are entitled to parental leave in accordance with the current statutory scheme.

Currently, all eligible employees are entitled to up to 18 weeks’ unpaid parental leave to be taken before their child is 5 or, if the child has a disability, before the child is 18. For adopted children the leave must be taken within 5 years of the date the child was placed with the employee or the child’s 18th birthday if earlier. A maximum of 4 weeks can be taken in any year.

e. **Flexible Working**

Employees who have 26 weeks continuous service with MRS are entitled to make an application for flexible working in accordance with the current statutory scheme. Further advice can be obtained from the Human Resources Department of James Hutton Institute.
f. **Time Off For Dependents**

You are legally entitled to take a reasonable amount of time off unpaid to deal with certain prescribed emergencies involving certain dependants, regardless of your length of continuous service with MRS. This leave is called Time Off For Dependants. Time Off For Dependants can be taken, for example, if a dependant falls ill or is injured, if care arrangements break down, or to arrange or attend a dependant’s funeral.

A dependant is your child (including adopted child), husband, wife or parent. It also includes someone who lives in your household, and someone who reasonably relies on you, such as an elderly relative. Any time taken off must be necessary and reasonable in the particular circumstances.

Time off for dependants will normally be unpaid unless with written approval of the Managing Director. Please refer any queries to the HR Business Partner of James Hutton Institute in the first instance.

More details on Family Friendly Policies can be obtained from the HR Department based at the James Hutton Institute.

9. **Health and Safety**

a. **Introduction**

MRS recognises and accepts its responsibility as an employer to maintain, so far as is reasonably practicable, the safety and health of its employees, and of other persons who may affected by its’ activities.

It is your duty as an employee not to put at risk either yourself or others by your acts or omissions. You should also ensure that you are familiar with the Company health and safety arrangements. Should you feel concern over any health and safety aspects of your work, this should be brought to the attention of your line manager immediately.

For Health and Safety reasons, employees should not use personal stereos or other electronic equipment whilst working in a laboratory or in the field that would impede their ability to hear instructions and warnings from colleagues.

Employees working in laboratories are expected to wear lab coats, safety glasses and protective gloves as instructed by your line manager.

Employees working outdoors should wear appropriate footwear, waterproof clothing and sun-protection as necessary. Appropriate outdoor clothing, including footwear, will be made available on request to your line manager.

b. **Procedure in the event of an accident**

An Accident Book is available from your line manager and it is the responsibility of each individual employee to report and record any accident involving personal injury. Any accident or near miss occurrence (i.e. no one was injured but the incident had the potential to injure or kill) at work should be reported immediately to your line manager.
All employees who are absent from work following an accident must complete a self-certification form available from Human Resources Department or from company intranet, which clearly states the nature and cause of the injury.

For any employee who suffers an injury at work which results in them being away from work, or unable to do their normal work, for three days or more (including weekends, rest days or holidays) must inform their line manager as the Health and Safety Executive also need to be informed by MRS.

c. *First Aid*

MRS believes that best practice is to ensure employees have access to a trained First Aider or Appointed Person (someone who can take charge in the event of an accident). Details of these trained employees will be displayed on your local notice board or from your line manager and you should familiarise yourself with names and contact details are available.

d. *Fire Safety*

Employees should follow these steps to help prevent fires:

- Before you use any electrical appliances carry out a quick check to make sure that the cables, plugs etc are not damaged.
- Do not use any electrical equipment that shows signs of damage, even if you think it is only minor. Report any faults you find to your line manager and find an alternative appliance.
- Ensure that you place your rubbish in the proper waste bins. Do not overfill the bins, and ensure that your waste bin is accessible to the cleaners at the end of each day.

Action to take when the fire alarm goes off:

- Immediately stop what you are doing and walk (do not run) to the nearest available safe fire exit. If your nearest exit/route is obstructed, choose another route. Make sure that you are aware of the fire exits and routes in your area.
- Follow the instructions of your designated Fire Warden.
- Direction signs should indicate the route to your fire exit. These comprise a white arrow on a green background sometimes accompanied by the words 'FIRE EXIT' and also a pictogram of a running man. The arrows indicate the direction of the nearest fire exit.
- Do not use a lift to leave the building - always use designated stairs.
- Make your way to the appropriate assembly point.
- Once you are at the assembly point you should report to the Fire Warden, so that they can account for the people in their designated area.
- Do not leave the designated assembly point, or attempt to re-enter the building, until you have been instructed to do so by the Fire Warden.

Action to take if you discover a fire:

- **RAISE THE ALARM!** This can be achieved by breaking the glass on the call points or by shouting the instruction "Fire – call the fire brigade".
- Raise the alarm even if your building is fitted with an automatic fire alarm system, which has not yet activated - you must not wait for it to do so of its own accord. The alarm must be raised for every occurrence of a fire, no matter how small it appears to
be. This will ensure that people in the building have adequate notice to evacuate should it begin to spread quickly. In addition, modern furnishings may allow the fire to develop unnoticed, so time is of the essence if everyone is to get out safely.

e. **Personal Safety**

Generally, you should try to avoid working alone. However, if you have to work alone, then you need to develop an awareness of the risks and how to minimise them.

Prior to making an appointment with someone you do not know, obtain as much information as possible about the person you are meeting and arrange to meet the person in Company premises. Always ring back the telephone number you have been given to confirm that it is legitimate. If a mobile number is given you should ask for an alternative fixed line number.

If visiting, let your colleagues know where you are going, with whom and what time you are expecting to return. If you think that you are going to run over your original timescales, let your colleagues know.

If you are at all concerned that you are being placed in a dangerous situation through your employment, you must discuss this with your line manager.

10. **Training and Development**

a. **Training and Development Policy**

MRS aims to provide training opportunities which will provide:

- An induction programme which all employees will be required to undertake and will assist employees settling into their new role/job.

- A progressive training and development scheme to enable employees to develop, relevant skills and acquire knowledge to underpin their current role and career aspirations.

b. **Performance and Personal Development Review**

Introduction

MRS has a Performance and Personal Development Review (PPDR) process. The aims and purposes of the process are:

- To help managers and employees to make effective arrangements to identify and meet learning needs
- To develop the skills, knowledge, values and behaviour that employees need to do their current jobs well
- To review personal performance and salary

Performance and Personal Development Review (PPDR) - The Process

There are 3 stages in the process:
• Preparation – where you and your line manager prepare separately for the interview using the appropriate documentation.
• The Personal Development Plan Discussion – where a personal development plan is agreed by you, your line manager and, where appropriate, the Managing Director.
• Monitor & Review – the method and timescale for monitoring should be agreed at the discussion stage and implemented throughout the year.

The PPDR documentation is available from Human Resources.

c. Promotion Procedure

MRS aims to recognise exceptional performance and employees can make an application to be considered for promotion. The promotion procedure is detailed in Appendix 2. Applications for promotion will be considered in accordance with the procedure and are based on there being a business need.

11. Use of Company Vehicles

From time to time you may be required to drive vehicles owned by MRS or by the James Hutton Institute. To ensure that you are covered by either MRS or James Hutton Institute’s insurance you must provide a copy of your valid driving licence and complete a driver’s questionnaire to the Administrator of the Estates and Maintenance Department of James Hutton Institute (see Appendix 10 for contact details).
Additional benefits include:

Pension:
The Company has an established pension scheme (Mynfield Research Services Ltd Group Personal Pension Plan), which you will be eligible to join. You will be given an announcement about the scheme as soon as practicable and membership will be subject to the terms of the scheme from time to time in force. There is no contracting-out certificate in respect of your employment.

The Company will contribute to the Mynfield Research Services Ltd Group Personal Pension Plan until you reach State Retirement Age. Thereafter the Company will cease to make any contributions to the Mynfield Research Services Ltd Group Personal Pension Plan.

There is no normal retirement age.

Childcare Vouchers:
We offer a childcare voucher scheme whereby employees can make tax and NI savings on the cost of childcare.

Local Benefits:
We provide free car parking, on-site canteen facilities, free access to independent counselling support, access to sports and social activities via employees association, health and safety and welfare support including healthy living initiatives, access to a cycle to work scheme and access to healthcare schemes.
Appendix 2

EQUAL OPPORTUNITIES POLICY

We are committed to promoting equality of opportunity for all employees and job applicants. We aim to create a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

We do not discriminate against employees on the basis of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation ("Protected Characteristics").

The principles of non-discrimination and equality of opportunity also apply to the way in which employees treat visitors, clients, customers, suppliers and former employees.

All employees have a duty to act in accordance with this policy and treat colleagues with dignity at all times, and not to discriminate against or harass other employees, regardless of their status.

SCOPE AND PURPOSE OF THE POLICY

This policy applies to all aspects of our relationship with employees and to relations between employees at all levels. This includes job advertisements, recruitment and selection, training and development, opportunities for promotion, conditions of service, pay and benefits, conduct at work, disciplinary and grievance procedures, and termination of employment.

We will take appropriate steps to accommodate the requirements of different religions, cultures, and domestic responsibilities.

FORMS OF DISCRIMINATION

Discrimination by or against an employee is generally prohibited unless there is a specific legal exemption. Discrimination may be direct or indirect and it may occur intentionally or unintentionally.

Direct discrimination occurs where someone is treated less favourably because of one or more of the protected characteristics set out above. For example, rejecting an applicant on the grounds of their race because they would not "fit in" would be direct discrimination.

Indirect discrimination occurs where someone is disadvantaged by an unjustified provision, criterion or practice that also puts other people with the same protected characteristic at a particular disadvantage. For example, a requirement to work full time puts women at a particular disadvantage because they generally have greater childcare commitments than men. Such a requirement will need to be objectively justified.

Harassment related to any of the protected characteristics is prohibited. Harassment is
unwanted conduct that has the purpose or effect of violating someone’s dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

Victimisation is also prohibited. This is less favourable treatment of someone who has complained or given information about discrimination or harassment, or supported someone else’s complaint.

RECRUITMENT AND SELECTION

We aim to ensure that no job applicant suffers discrimination because of any of the protected characteristics above.

Applicants should not be asked about health or disability before a job offer is made. There are limited exceptions, for example:

• Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).
• Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.
• Positive action to recruit disabled persons.
• Equal opportunities monitoring (which will not form part of the decision-making process).

Applicants should not be asked about past or current pregnancy or future intentions related to pregnancy, matters concerning age, race, religion or belief, sexual orientation, or gender reassignment.

We are required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from the UK Border Agency www.ukba.homeoffice.gov.uk.

EMPLOYEE TRAINING AND PROMOTION

Employee training needs will be identified through regular employee appraisals. All employees will be given appropriate access to training to enable them to progress and all promotion decisions will be made on the basis of merit.

TERMINATION OF EMPLOYMENT

We will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

We will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

DISABILITY DISCRIMINATION

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.

If you experience difficulties at work because of your disability, please contact us to discuss
any reasonable adjustments that would help overcome or minimise the difficulty. We may wish to consult with you and your medical adviser(s) about possible adjustments. We will consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable we will explain our reasons and try to find an alternative solution where possible.

We will monitor the physical features of our premises to consider whether they place disabled workers, job applicants or service users at a substantial disadvantage compared to other employees. Where reasonable, we will take steps to improve access for disabled employees and service users.

BREACHES OF THIS POLICY

If you believe that you may have been discriminated against you are encouraged to raise the matter through our Grievance Procedure.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Employees who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations which are found to have been made in bad faith will, however, be dealt with under our Disciplinary Procedure.

Any employee who is found to have committed an act of discrimination or harassment will be subject to disciplinary action. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. We take a strict approach to serious breaches of this policy.
Appendix 3

PROMOTION PROCEDURE

1. The Promotion Scheme aims to recognise and reward those employees who develop their role to a higher level, through their experience, expertise and application of a particular set of personal skills for the benefit of the Company. It is recognised that the individual will be contributing at a level that consistently exceeds that expected at their current position and that the individual's contribution and value to the company is such that it would be necessary to recruit at a higher grade if the Company wished to secure an equivalent level of impact and contribution to meet company needs.

2. All cases for promotion must adhere to the following Promotion procedure.

3. Nominations for Promotion are welcome from all employees. The Executive of MRS may constitute an assessment panel to facilitate promotion.

Section 1: Personal Career Statement (to be completed by candidate).

1. Name:

2. Present Position/Job Title:

3. Qualifications/Knowledge and Skills:

   Please give details of relevant academic, professional and technical qualifications and relevant training and development that need to be considered in the case for promotion.

4. Current Job Description:

   Please provide a copy of your current job description.

5. Case for Promotion:

   Please provide a statement using not more than one side of A4 paper. You should use this opportunity to demonstrate and provide evidence that you satisfy the criteria for promotion to a higher position making clear how your role has changed on the basis of your personal contribution.

   - The Executive will expect to see evidence of your commitment to personal and/or professional development, and how you have sought to exercise leadership and/or responsibility within your area of work. Show examples of activity outside/above job description and examples of role by personal initiative.
• The Executive will also look for evidence of your efforts leading to achievements which are demonstrably above that normally expected of a member of employees in your current position. Each individual’s case will be considered on its own merits, and recognise the variety possible within specific roles.

6. Additionally, please provide a short statement describing your future plans in your post, any changes you propose to initiate, any new developments you will be involved in, and the way you intend to continue your personal and professional development to address the development of MRS’s business.

7. Attach the Personal Role Evaluation form (Appendix 3) (to be completed by Line Manager) following completion and consultation with the candidate.

8. Signature and date:

Section 2: Line Manager’s Support

9. Line Manager’s Statement

A short statement is required from your line manager – maximum one side of A4 detailing the business case for promotion and how the company will derive future benefits from such a promotion. The line manager should prepare this statement following receipt of the candidate’s case.

Line Manager to complete Personal Role Evaluation form.
The tables are intended for your line manager to demonstrate where you are making a contribution over and above that expected in your role, as part of making a case for the promotion. Your line manager may also find this annex useful in your initial discussions with you about the aspects of your role where you may be performing at a level above that expected in your current band.

To complete the tables, your line manager should tick the box to indicate the level required in your post as it is currently graded, and then tick to indicate the level at which he/she believes you are performing. Your line manager may wish to discuss this with HR or MRS Executive.

Your line manager will then pass this form to you as you will have the opportunity to make any additional comments in the box provided. You may wish to include examples of recent activities which are particularly relevant to establishing the case for the higher level of your achievement in a particular area. You should then return this form as Attachment to your Personal Promotion nomination.

NAME:

<table>
<thead>
<tr>
<th>1. Knowledge and Skills</th>
<th>The post?</th>
<th>What the post-holder achieves?</th>
</tr>
</thead>
<tbody>
<tr>
<td>What single response best describes the overall level of skill and knowledge which has to be most commonly applied in carrying out the job?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. There are set ways of working to perform most tasks, based on guidelines, established practices or procedures. Direct supervision is available, but the post-holder follows guidelines to deal with most situations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Knowledge of guidelines and practice is required and work is supervised in a general way. Some initiative is required in the interpretation of situations outside the norm.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Working knowledge is required to achieve set objectives. Guidance is limited and may include precedent. Awareness of technical, policy and procedural developments is needed.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
d. The post-holder proactively deals with varied situations with limited guidance; using full knowledge and/or understanding of principles in a specific field to provide objective advice and resolve problems without guidance - this expertise is updated on a regular basis.

e. The leading source of expertise in a significant field, providing comprehensive and authoritative advice on specialist issues based on in-depth knowledge and expertise. The post-holder must keep up to date on leading edge developments, interpreting them for use within a functional area.

f. The post-holder considers the longer term, far-reaching implications of policy or other developing changes and requires skills in organisational/business context. S/he will extrapolate/interpret trends and developments and produce future business strategies accordingly. S/he will be a business wide technical expert and the final authority on his/her own subjects; he/she will have external recognition of his/her expertise.

2. Contacts
For a range of levels and areas (internal / across the company/customers / research community / other) which response best describes the nature of work contact?

<table>
<thead>
<tr>
<th>The post?</th>
<th>What the post-holder achieves?</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Work contacts are minimal or are generally confined to an exchange of basic information.</td>
<td></td>
</tr>
<tr>
<td>b. The post-holder provides/obtains information, seeks and clarifies detail; interprets and explains policies and procedures; providing advice and assistance.</td>
<td></td>
</tr>
<tr>
<td>c. A broad range of communication techniques is required, including interpretation, guidance, negotiation, persuasion, training and maintaining relationships. Often there is a focus on identifying and satisfying customer needs.</td>
<td></td>
</tr>
<tr>
<td>d. Persuasion and influencing skills required to foster and maintain key relationships and networks - resolving tensions and difficulties where these arise; developing understanding and achieving co-operation; using negotiating skills to reconcile competing priorities.</td>
<td></td>
</tr>
</tbody>
</table>

3. Fact Finding and Analysis
Which of the following best describe the predominant fact-finding and analysis role?

<table>
<thead>
<tr>
<th>The post?</th>
<th>What the post-holder achieves?</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. In terms of fact-finding and analysis, work activities are clearly defined; problems are virtually identical and readily solved through direct application of known procedures, or can be referred to others.</td>
<td></td>
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<tr>
<td></td>
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<tr>
<td>---</td>
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</tr>
<tr>
<td>b.</td>
<td>Work predominantly involves repetitive, well defined tasks. Problems are very similar and are generally solved by reference and applying clear procedures using experience, or can be referred to others.</td>
</tr>
<tr>
<td>c.</td>
<td>Work predominantly involves a variety of well defined tasks; may require researching and organising information, and choosing from a limited range of solutions.</td>
</tr>
<tr>
<td>d.</td>
<td>Work involves standard and non-standard tasks. The range of solutions is varied. Problems arise relatively frequently and are characterised by: their varied nature, requiring the application of different techniques and methods. Alternatively, detailed information gathering, analysis and investigation is required in a specialist area.</td>
</tr>
<tr>
<td>e.</td>
<td>Work involves complex tasks. Problems will often relate both to the work area and to other parts of the organisation. Complexity results from the variable and diverse nature of problems, often in rapidly changing situations; and/or the in-depth and uncertain nature of specialist problems. Problem solving requires establishing and testing options, making interpretations and judgements in the selection and analysis of relevant information and the involvement/coordination of different individuals and sections.</td>
</tr>
<tr>
<td>f.</td>
<td>Work involves highly complex tasks. Problems are typically ill-defined, with complex and elusive issues and information required to solve them. Problem solving requires the definition of the problems, significant levels of judgement, assessment and interpretative skills, and may require a thorough understanding of the workings of the organisation. The problems dealt with will often involve major parts of the organisation and key performance targets. Many people may be affected by and/or involved in their solution.</td>
</tr>
</tbody>
</table>
### 4. Initiative, Originality and Creativity (Innovation)
Which of the following best describe the predominant originality / creativity role: secondary and occasional levels also available?

<table>
<thead>
<tr>
<th>The post?</th>
<th>What the post-holder achieves?</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Scope for initiative or judgement is limited and the post-holder adheres accurately to established practices and procedures.</td>
<td></td>
</tr>
<tr>
<td>b. Some initiative is required in completing still largely procedural tasks. Making minor changes to standard procedures and methods may be necessary to get the task completed.</td>
<td></td>
</tr>
<tr>
<td>c. Although tasks may still be standard, regular use of initiative is required. Independent action is needed on novel issues and situations, for example, in developing new or improved work methods, tackling situations in non-standard ways, etc.</td>
<td></td>
</tr>
<tr>
<td>d. The post-holder exercises initiative and originality in developing and modifying existing approaches, in the application of policies so as to tackle new issues and situations. He/she instigates new ways of enhancement and improvement.</td>
<td></td>
</tr>
<tr>
<td>e. Creativity and originality required to develop approaches for applying new knowledge or policy changes; to redesign policies and procedures affecting a wide area of the organisation; and/or new applications of existing principles (including scientific principles).</td>
<td></td>
</tr>
<tr>
<td>f. Work involves developing new concepts and knowledge in areas with potentially wide application within the organisation or externally (or both) and requires high levels of creativity, innovation and originality - for example in high level original research or addressing unique, complex and intractable operational issues.</td>
<td></td>
</tr>
</tbody>
</table>

### 5. Decisions Taken
Which of the following best describe the predominant decision making role: secondary and occasional levels also available?

<table>
<thead>
<tr>
<th>The post?</th>
<th>What the post-holder achieves?</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Makes very few independent decisions and they will relate to their own work.</td>
<td></td>
</tr>
<tr>
<td>b. Very routine decisions made - typically relating to the accuracy and efficiency of the post-holder's own work, establishing priorities and job sequencing.</td>
<td></td>
</tr>
</tbody>
</table>
c. Decisions concern a variety of matters, affect the post-holder’s own work and may affect that of others in the work area. Results required are generally defined and outcomes known. Decisions may involve tailoring work methods, allocating and prioritising work, and interpreting and adapting existing procedures and practices to achieve results.

d. Decisions concern a broad variety of matters within the work area and may affect other parts of the organisation.

e. Decisions again concern a variety of matters but are characterised by far more options and greater complexity of decisions; often encompassing a large number of work areas (or significant part of the organisation).

f. Decisions are of major significance to the organisation and may include the framing and shaping of policies, setting long term objectives and performance standards, and determining activities in an organisation or major part thereof. Options and choices are diverse and multiple, and the outcomes of decisions may be unclear.

6. **Informing and Advising**
Which single response best describes the advisory role of the job and its level of influence on other people’s decisions?

<table>
<thead>
<tr>
<th>The post?</th>
<th>What the post-holder achieves?</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. The post-holder is not involved in informing or advising others.</td>
<td></td>
</tr>
<tr>
<td>b. Provides information or incidental services which are useful to the decision makers.</td>
<td></td>
</tr>
<tr>
<td>c. Provides information and advice, possibly suggesting a course of action, which may influence the decision makers.</td>
<td></td>
</tr>
<tr>
<td>d. Provides information, advice and formally recommends action which will influence decisions.</td>
<td></td>
</tr>
<tr>
<td>e. Provides detailed analysis and recommendations which will influence decisions.</td>
<td></td>
</tr>
<tr>
<td>f. Provides full information, analysis and authoritative recommendation which is expected to be accepted by decision makers.</td>
<td></td>
</tr>
</tbody>
</table>
### 7. Types of Decision
Which single response best describes the kind of decision made by people who are influenced by advice and guidance given by the post-holder?

- a. Not involved in influencing or advising others.
- b. Decisions relate to largely routine matters concerning the individual advised or a single work area.
- c. Decisions relate to a variety of day-to-day matters within a work area such as work prioritisation and sequencing.
- d. Decisions typically relate to a variety of matters within a number of work areas in an organisation, e.g. work methods selection, setting short term goals, modifying existing procedures.
- e. Decisions relate to a large part of an organisation and are typically concerned with at least one key organisational objective.
- f. Decisions have a significant impact on the content and achievement of policies, long term objectives and key results in the organisation.

### 8. Autonomy
Which single response best describes the role's autonomy?

- a. Work is subject to close supervision and regular review.
- b. Work follows established procedures and instructions, is clearly defined at the outset and is reviewed at intervals and on completion.
- c. Work follows well defined policies, technical or professional guidelines and/or accepted practice/precedents to achieve specific end results. There is some discretion to vary/tailor these.
- d. Work is guided by policies, accepted standards and precedents. Objectives and results are not always tightly defined and guidance will not always be available. Work objectives, plans, results and operations will be reviewed from time to time.
- e. Work is guided by broad objectives and standards. Typically only key performance indicators, milestones and end results are reviewed.
- f. Work is generally informed by very broad parameters and policy guidance. Only key targets and results are reviewed.
### 9. Leadership and Team Working
Which of the following best describe the predominant leadership role; secondary and occasional levels also available?

<table>
<thead>
<tr>
<th></th>
<th>The post?</th>
<th>What the post-holder achieves?</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Maintains team relationships; supports team members, contributes to team decisions, puts the interests of the team first.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Exercises formal or informal leadership. May play a key role in the motivation of team members, building co-operation and improving team performance. Acts as a focal point and/or has a high visibility in the team.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Brings a broader perspective to the team, encouraging members to focus on different ways of meeting business objectives. Builds co-operation between teams, promotes unity and a common direction. Ultimately responsible for the team.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Sets the tone for a large part of the organisation. Manages interrelationships between teams, creating a common purpose and instilling organisational values and behaviours that promote a corporate vision.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 10. Potential Impact
Which single response best describes the potential impact which the job typically has on the organisation’s performance?

<table>
<thead>
<tr>
<th></th>
<th>The post?</th>
<th>What the post-holder achieves?</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. The achievement of their own role and assisting the performance of immediate colleagues is the post-holder’s prime focus.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Impact is on operational efficiency or output, service delivery or individual external relationships. Achievements have short term, minor cost/time effects.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Achievements impact on operations, output, quality and service in a number of work areas and/or on external relationships in the medium term.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Achievements have medium to long term effect, with significant impact with regard to a key organisational objective such as operations, output or quality. Influences and affects organisational policy direction and/or implementation and may influence external relationships which are of major importance to the organisation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Long term impact; exerts major influence on overall direction of organisation, as well as its results and achieves many significant organisation objectives and key strategic targets.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Appendix 5
### MRS FLEXI-TIME SYSTEM AND OTHER WORK-TIME ARRANGEMENTS

<table>
<thead>
<tr>
<th>Category</th>
<th>Proposed MRS Flexi-time system</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Standard Working Week</strong></td>
<td>The standard working week is 37 hours Monday to Friday</td>
</tr>
<tr>
<td><strong>Normal Working Day</strong></td>
<td>The normal working day for full time employees is 7 hours 24 minutes. Standard office hours are 09:00 until 17:00 Monday to Friday. Administrative employees will ensure that office cover is provided between these hours.</td>
</tr>
<tr>
<td><strong>Daily time span</strong></td>
<td>Employees will have the opportunity to work between 07.00 to 19.00. Permission in writing is required to work outwith these hours.</td>
</tr>
<tr>
<td><strong>Monday to Sunday</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Core period</strong></td>
<td>Employees will be required to be at work between 09.30 to 12.00 and 14.00 to 14.45.</td>
</tr>
<tr>
<td><strong>Lunch break</strong></td>
<td>Employees will be required to take a minimum lunch break of 30 minutes and can take a maximum 2 hour lunch break between 12.00 and 14.00.</td>
</tr>
<tr>
<td><strong>Recording method</strong></td>
<td>Time clocks are located in the following buildings – A, D, E, H, V, and AF. You may use any clock at the James Hutton Institute.</td>
</tr>
<tr>
<td><strong>Eligibility</strong></td>
<td>All employees are eligible to participate in the Flexi time scheme unless your contract of employment states otherwise. Following the probation period individual's may opt-out by arrangement with line manager and HR Business Partner.</td>
</tr>
<tr>
<td><strong>Accounting Period</strong></td>
<td>Monthly</td>
</tr>
<tr>
<td><strong>Debit Balance</strong></td>
<td>Maximum 8 hours for full time employees</td>
</tr>
<tr>
<td><strong>Credit Balance to carry over</strong></td>
<td>Maximum 12 hours for full time employees</td>
</tr>
<tr>
<td><strong>Flexi leave taken in period</strong></td>
<td>Maximum 2 days (15 hours) for full time employees</td>
</tr>
<tr>
<td><strong>Earliest leaving time when not taking flexi leave</strong></td>
<td>14:45</td>
</tr>
<tr>
<td><strong>Medical / Dental appointments</strong></td>
<td>It is expected that every effort will be made to arrange medical and dental appointments at the beginning or end of the working day. Where this is not possible absences due to medical or dental appointments will be credited between the hours of 09:00 and 17:00.</td>
</tr>
<tr>
<td><strong>Overtime</strong></td>
<td>All overtime must be approved in advance by the relevant Line Manager and authorised by a Company Director. Hours out-with the normal working day may be classed as overtime, provided: the employee has no Flexi Working Hours deficit during the recording period; the employee is eligible for overtime payments.</td>
</tr>
<tr>
<td>Travelling time</td>
<td>Excess travelling time incurred due to attendance at MRS related events including meetings, conferences etc will be credited.</td>
</tr>
<tr>
<td>-----------------</td>
<td>---------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Management right to remove an individual from flexi scheme</td>
<td>Line Managers in consultation with the Managing Director and/or Commercial Director have the right to remove an individual from the flexi scheme.</td>
</tr>
<tr>
<td>Option to suspend use of flexitime</td>
<td>A Company Director may approve suspension of flexitime in order to meet the needs of the company. Employees will be notified prior to this happening.</td>
</tr>
</tbody>
</table>
Appendix 6

DISCIPLINARY AND GRIEVANCE PROCEDURES

a. Disciplinary Procedure

SCOPE

MRS' Disciplinary Procedure will be used only when necessary and as a last resort. Where possible, informal and counselling or other good management practice will be used to resolve matters prior to any disciplinary action being taken. The procedure is intended to be positive rather than punitive but takes cognisance of the fact that sanctions may have to be applied in some circumstances.

An employee can discuss any part of this policy with their line manager or the Managing Director. They can help clarify an employee’s rights as well as give guidance and support where it may be needed. Every individual has the right to representation by a colleague or trade union representative at any point during the formal disciplinary process.

INFORMAL DISCUSSION

An informal discussion is an attempt to correct a situation and prevent it from getting worse without having to use the Disciplinary Procedure. Where improvement is required, the employee must be given clear guidelines as to:

- what is expected in terms of improving shortcomings in conduct or performance
- the time scales for improvement
- when this will be reviewed
- the employee must also be told, where appropriate, that failure to improve may result in formal disciplinary action.

A record of the discussion should be given to the employee and a copy retained in their personnel file. It is imperative that any informal discussion should be followed up and improvements recognised and recorded. Once the informal discussion objectives have been met, any record of the discussion will be removed from the employees file.

If during a informal discussion it becomes clear that the matter is more serious than first anticipated, then the discussion should be adjourned, and pursued under the formal Disciplinary Procedure.

SUSPENSION

Suspension is not disciplinary action. The purpose of suspension is manifold and can be used when it is necessary to remove an employee from the workplace pending an investigation for example, to allow time for a 'cooling down period' for both parties, for their own or others protection, to prevent them influencing or being influenced by others or to prevent possible interference with evidence.
PROCEDURE FOR FORMAL INVESTIGATION

Formal investigations should be carried out by the most appropriate manager who is not directly involved with the incident being investigated. This manager may involve others to assist with the investigation process. All the relevant facts should be gathered promptly as soon as is practicable after the incident. Statements should be taken from witnesses at the earliest opportunity. Any physical evidence should be preserved and/or photographed if reasonable to do so.

A report should be prepared which outlines the facts of the case. This should be submitted to the Commercial Director, Jonathan Snape or Company Secretary who will decide whether further action is required.

In most circumstances where misconduct or serious misconduct is suspected, it will be appropriate to set up an investigatory hearing. The investigating officer will be asked to present his/her findings in the presence of the employee who has been investigated. Witnesses should be called at this stage, and the employee allowed to question these witnesses. The employee has a right to be represented at this hearing by a colleague or trade union representative.

Following the full presentation of the facts, and the opportunity afforded to the employee to state his side of the case, the hearing should be adjourned. The following decisions may be made:

1. take no further action against the employee
2. recommend counselling or other support for the employee
3. proceed to a disciplinary hearing

All parties as soon as reasonably practicable should be brought back, and will be informed as to which option has been chosen.

Should the decision be taken to proceed to a disciplinary hearing this will be confirmed to the employee in writing and a hearing convened.

WARNINGS

Examples of Misconduct

Below are listed examples of misconduct which may warrant either a Verbal Warning or a First Written Warning. It is stressed however that this list is not exhaustive and that on all occasions a full and proper investigation must take place prior to the issue of a warning.

- persistent lateness and poor time-keeping.
- absence from work, including going absent during work, without valid reason, notification or authorisation.
- smoking within unauthorised areas.
- failure to work in accordance with prescribed procedures.
- incompetence.
- unreasonable standards of dress or personal hygiene.
- minor failures to observe Company regulations and procedures.
Verbal Warning

A Verbal Warning is appropriate when it is necessary for a line manager in charge to take action against an employee for any minor failing or minor misconduct.

First Written Warning

A First Written Warning is appropriate when:

- a verbal warning has not been heeded and the misconduct is either repeated or performance has not improved as previously agreed.
- an offence is of a more serious nature for which a written warning is more appropriate.
- the recurrence or accumulation of an offence/offences, if left, will lead to more severe disciplinary action.

Examples of Gross Misconduct

Listed below are examples of misconduct which may be considered to be Gross Misconduct and may warrant a Final Warning, Demotion or Dismissal. It is stressed however that this list is not exhaustive and that on all occasions a full and proper investigation must take place prior to the issuing of a Final Warning, Demotion or Dismissal.

- theft, including unauthorised possession of Company property.
- breaches of confidentiality, prejudicial to the interest of the Company.
- being unfit for work because of the misuse/consumption of drugs or alcohol.
- refusal to carry out a management instruction which is within the individuals' capabilities and which would be seen to be in the interests of the Company.
- breach of confidentiality / security procedures.
- bribing or attempting to bribe another individual, or personally taking or knowingly allowing another person to take a bribe;
- physical assault, breach of the peace or verbal abuse.
- false declaration of qualifications or professional registration.
- failure to observe Company rules, regulations or procedures.
- wilful damage of property at work.
- incompetence or failure to apply sound professional judgement.
- falsification of data.

Final Written Warning

A Final Written Warning is appropriate when:

- an employee's offence is of a serious nature falling just short of one justifying dismissal.
- an employee persists in the misconduct which previously warranted a lesser warning.
Dismissing

Dismissing is appropriate when
- an employee’s behaviour is considered to be Gross Misconduct.
- an employee’s misconduct has persisted, exhausting all other lines of disciplinary procedure.

Time Scales for the expiry of Warnings

Warnings issued to employees shall be deemed to have expired after the following periods of time.
- verbal warnings: 6 months
- first written warnings: 12 months
- final written warnings: 18 months (or as agreed and recorded at the hearing)

These time scales remain provided that during that period, no further warnings have been issued in respect of the employee’s conduct.

APPEALS

Every employee has the right to appeal against the outcome of a disciplinary hearing.

An appeal should be put in writing to the Managing Director. The letter of appeal may be constructed by the employee or their representative. The letter should contain the grounds for appeal and should be lodged within 10 working days of receipt of the warning / dismissal letter.

An appeal will be arranged as soon as reasonable practicable.

The appeal decision will be final and there will no further rights of appeal.

Appeals against Verbal and First Warnings

In the case of verbal and first warnings, the appeal will be heard by the Managing Director.

Appeals against Final Warnings and Dismissal

The hearing and determining of appeals against final warnings and dismissal will be heard by an appeal committee consisting of two non-executive members of the Board of Directors. When dealing with an appeal against a Final Warning or Dismissal written statements of case may be submitted no later than two days prior to the date of Appeal Hearing. No additional written evidence will be admitted by the Appeal Committee on the date of the Hearing.

Witnesses may be required by either party at an appeal hearing, dependent upon the circumstances and nature of the case. However, there is no specific obligation on either party to produce a witness. Either party must give five days prior notice that they intend to call specific persons involved or associated with the case under consideration.
It is the responsibility of the management representative and for the appellant to each arrange for the availability and attendance of any witness they wish to call.

b. Grievance Procedure

The grievance procedure is intended as the tool by which an employee may formally have a grievance, regarding any condition of their employment, heard by an appropriate representative of the Company. The aggrieved employee has the right to representation by a colleague or trade union representative at any formal meeting arranged under this procedure.

In the event of an employee wishing to raise a grievance, they should discuss informally in the first instance as it is preferable for the grievance to be satisfactorily resolved as close to the individual and their line manager as possible. It is understood however that this is not always possible and that a formal procedure is required to ensure the swift and fair resolution of matters which aggrieve employees.

Stage 1

An employee who has a grievance, should raise the matter with his manager immediately either verbally or in writing. If the matter itself concerns the employee’s immediate manager, then the grievance should be taken to the Commercial Director.

If the line manager is unable to resolve the matter at that time then a formal written grievance form should be submitted. The line manager should then respond as soon as reasonably practicable to the grievance unless an extended period of time is agreed upon by both parties. The response will give a full written explanation of the manager’s decision and who to appeal to if still aggrieved.

Stage 2

In most instances the Company would expect the managers’ decision to be final and for the matter to come to a close. However, in some circumstances the employee may remain aggrieved and can appeal against the decision of the manager concerned.

The appeal, to the Commercial Director, or to the Managing Director where (i) the grievance concerns the Commercial Director, must be made within ten working days of the original response to the employee’s grievance. The appeal must be in writing. The Commercial Director will investigate. A formal response and full explanation will be given by the Commercial Director in writing as soon as reasonably practicable. If the Commercial Director made the decision at Stage 1, another impartial manager will investigate and hear the appeal.

The outcome of the appeal is final.

Where a grievance is raised against the Managing Director then it should be submitted in writing to the Board of Directors The grievance will be investigated and dealt with by an appropriate individual appointed by the Board of Directors.

Where however both parties agree that there would be some merit in referring the matter to a third party for advice, conciliation or arbitration, arrangements will then be made to find a mutually acceptable third party.
Appendix 7

IT AND COMMUNICATIONS SYSTEMS POLICY

Our IT and communications systems are intended to promote effective communication and working practices within our organisation. This policy outlines the standards you must observe when using these systems, the circumstances in which we will monitor their use, and the action we will take in respect of breaches of these standards.

In particular, remember that you are representatives of MRS and all communication through our systems (whether by telephone, e-mail or otherwise), must be conducted in a professional manner.

THE SCOPE AND PURPOSE OF THE POLICY

This policy deals mainly with the use (and misuse) of computer equipment, e-mail, the internet, telephones, BlackBerries, personal digital assistants (PDAs) and voicemail. It also applies to the use of fax machines, copiers, scanners, CCTV, and security cards.

MISUSE OF IT AND COMMUNICATIONS SYSTEMS CAN DAMAGE OUR BUSINESS AND REPUTATION.

All employees must comply with this policy at all times to protect our IT and communications systems from unauthorised access, misuse, and harm. Breach of this policy may be dealt with under our Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

All employees are responsible for the success of this policy and should ensure that they take the time to read and understand it. Any misuse of our electronic communications systems or equipment should be reported to MRS or Head of Information Technology Services (ITS). Questions regarding the content or application of this policy should be directed to MRS or Head of ITS.

EQUIPMENT SECURITY AND PASSWORDS

Employees are responsible for the security of the equipment allocated to or used by them, and must not allow it to be used by anyone other than in accordance with this policy.

If given access to the e-mail system or to the internet, employees are responsible for the security of their terminals. If leaving a terminal unattended or on leaving the office they should ensure that they lock their terminal or log off to prevent unauthorised users accessing the system in their absence.

Desktop PCs and cabling for telephones or computer equipment should not be moved or tampered with.
Passwords are unique to each user and must be changed regularly to ensure confidentiality. Passwords must be kept confidential and must not be made available to anyone else without appropriate authorisation unless authorised by MRS or Head of ITS. For the avoidance of doubt, on the termination of employment (for any reason) employees must provide details of their passwords to the Head of ITS and return any equipment and security cards.

SYSTEMS AND DATA SECURITY

Employees should not delete, destroy or modify existing systems, programs, information or data which could have the effect of harming our business or exposing it to risk.

Employees should not download or install software from external sources without authorisation from the James Hutton Institute’s ITS Department. This includes software programs, instant messaging programs, screen savers, photos, video clips and music files. Incoming files and data should always be virus-checked before they are downloaded. If in doubt, employees should seek advice from IT Department. The following must never be accessed, except with the express permission of the Company and solely for approved business purposes from the network: online radio, audio and videostreaming, instant messaging and webmail (such as Hotmail or Yahoo) and social networking sites (such as Facebook, Bebo, Second Life, YouTube, Twitter). This list may be modified from time to time.

No device or equipment should be attached to our systems without the prior authorisation. This includes any MP3 or similar device, PDA or telephone. USB flash drives should only be used for legitimate business purposes.

We monitor all e-mails passing through our system for viruses. Workers should exercise caution when opening e-mails from unknown external sources or where, for any reason, an e-mail appears suspicious (for example, if its name ends in .ex). IT Department should be informed immediately if a suspected virus is received. We reserve the right to block access to attachments to e-mails for the purpose of effective use of the system and for compliance with this policy. We also reserve the right not to transmit any e-mail message.

Employees should not attempt to gain access to restricted areas of the network, or to any password-protected information, unless specifically authorised.

The system contains information which is confidential to our business and/or which is subject to data protection legislation. Such information must be treated with extreme care and in accordance with our Data Protection Policy.

E-MAIL ETIQUETTE AND CONTENT

E-mail is a vital business tool, but an informal means of communication, and should be used with great care and discipline. Employees should always consider if e-mail is the appropriate method for a particular communication. Correspondence with third parties by e-mail should be written as professionally as a letter. Messages should be concise and directed only to relevant individuals. Our standard disclaimer should always be included. Hard copies of e-mails should be kept when appropriate.

Employees must not send abusive, obscene, discriminatory, racist, harassing, derogatory, defamatory, or otherwise inappropriate e-mails. Anyone who feels that they have been harassed or bullied, or are offended by material received from a colleague via e-mail should inform their line manager or Managing Director of MRS.
Employees should take care with the content of e-mail messages, as incorrect or improper statements can give rise to claims for discrimination, harassment, defamation, breach of confidentiality or breach of contract. Employees should assume that e-mail messages may be read by others and not include anything which would offend or embarrass any reader, or themselves, if it found its way into the public domain.

E-mail messages may be disclosed in legal proceedings in the same way as paper documents. Deletion from a user's inbox or archives does not mean that an e-mail cannot be recovered for the purposes of disclosure. All e-mail messages should be treated as potentially retrievable, either from the main server or using specialist software.

In general, employees should not:

- send or forward private e-mails at work which they 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 those who do not have a real need to receive them;
- sell or advertise using our communication systems or broadcast messages about lost property, sponsorship or charitable appeals;
- agree to terms, enter into contractual commitments or make representations by e-mail unless appropriate authority has been obtained. A name typed at the end of an e-mail is a signature in the same way as a name written at the end of a letter;
- download or e-mail text, music and other content on the internet subject to copyright protection, unless it is clear that the owner of such works allows this;
- send messages under an assumed name unless specifically authorised; or
- send confidential messages via e-mail or the internet, or by other means of external communication which are known not to be secure.

Employees who receive a wrongly-delivered e-mail should return it to the sender.

**USE OF THE INTERNET**

When a website is visited, devices such as cookies, tags or web beacons may be employed to enable the site owner to identify and monitor visitors. If the website is of a kind described below, such a marker could be a source of embarrassment to the visitor and us, especially if inappropriate material has been accessed, downloaded, stored or forwarded from the website. Such actions may also, in certain circumstances, amount to a criminal offence if, for example, the material is pornographic in nature.

Employees should therefore not access any web page or any files (whether documents, images or other) downloaded from the internet which could, in any way, be regarded as illegal, offensive, in bad taste or immoral. While content may be legal in the UK, it may be in sufficient bad taste to fall within this prohibition. 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.

Employees should not under any circumstances use our systems to participate in any internet chat room, post messages on any internet message board or set up or log text or
information on a blog or wiki, even in their own time or when expressly instructed to do so by an Executive Director.

**PERSONAL USE OF SYSTEMS**

We permit the incidental use of internet, e-mail and telephone systems to send personal e-mail, browse the internet and make personal telephone calls subject to certain conditions set out below. Personal use is a privilege and not a right. It must be neither abused nor overused and we reserve the right to withdraw our permission at any time.

The following conditions must be met for personal usage to continue:

- use must be minimal and take place substantially out of normal working hours;
- personal e-mails must be labelled "personal" in the subject header;
- use must not interfere with business or office commitments;
- use must not commit us to any marginal costs; and
- use must comply with our policies including, Data Protection Policy and Disciplinary Procedure.

Employees should be aware that personal use of our systems may be monitored and, where breaches of this policy are found, action may be taken under the disciplinary procedure. We reserve the right to restrict or prevent access to certain telephone numbers or internet sites if we consider personal use to be excessive.

**MONITORING OF USE OF SYSTEMS**

Our systems enable us to monitor telephone, e-mail, voicemail, internet and other communications. Whilst we do not routinely monitor our communications systems we do reserve the right to do so for business reasons, and in order to carry out legal obligations in our role as an employer. Monitoring is only carried out to the extent permitted or as required by law and as necessary and justifiable for business purposes.

A CCTV system monitors the exterior of buildings 24 hours a day. This data is recorded.

We reserve the right to retrieve the contents of messages or check searches which have been made on the internet for the following purposes (this list is not exhaustive):

- to monitor whether the use of the e-mail system or the internet is legitimate and in accordance with this policy;
- to find lost messages or to retrieve messages lost due to computer failure;
- to assist in the investigation of wrongful acts; or
- to comply with any legal obligation.

**INAPPROPRIATE USE OF EQUIPMENT AND SYSTEMS**

Access is granted to the internet, telephones and other electronic systems for legitimate business purposes only. Incidental personal use is permissible provided it is in full compliance with our rules, policies and procedures (including this policy, Data Protection Policy and Disciplinary Procedure).

Misuse or excessive use or abuse of our telephone or e-mail system, or inappropriate use of the internet in breach of this policy will be dealt with under our Disciplinary Procedure. Misuse of the internet can, in certain circumstances, constitute a criminal offence. In particular, misuse of the e-mail system or inappropriate use of the internet by participating in online gambling or chain letters or by creating, viewing, accessing, transmitting or
downloading any of the following material will amount to gross misconduct (this list is not exhaustive):

- pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature);
- offensive, obscene, or criminal material or material which is liable to cause embarrassment to us or to our clients;
- a false and defamatory statement about any person or organisation;
- material which is discriminatory, offensive, derogatory or may cause embarrassment to others;
- confidential information about us or any of our employees or clients (which you do not have authority to access);
- any other statement which is likely to create any liability (whether criminal or civil, and whether for you or us); or
- material in breach of copyright.

Any such action will be treated very seriously and is likely to result in summary dismissal.

Where evidence of misuse is found we may undertake a more detailed investigation in accordance with our Disciplinary Procedure, involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any witnesses or others involved in the Disciplinary Procedure. If necessary such information may be handed to the police in connection with a criminal investigation.
Appendix 8

DATA PROTECTION POLICY

During the course of our activities we (i.e. the Company) will collect, store and process personal information about our employees, and we recognise the need to treat it in an appropriate and lawful manner.

The types of information that we may be required to handle include details of current, past and prospective employees, suppliers, customers, and others that we communicate with. The information, which may be held on paper or on a computer or other media, is subject to certain legal safeguards specified in the Data Protection Act 1998 (the Act) and other regulations. The Act imposes restrictions on how we may use that information.

Any breach of this policy will be taken seriously and may result in disciplinary action.

If you consider that the policy has not been followed in respect of personal data about yourself or others you should raise the matter via the grievance procedure.

DEFINITION OF DATA PROTECTION TERMS

Data is information which is stored electronically, on a computer, or in certain paper-based filing systems.

Data Subjects for the purpose of this policy include all living individuals about whom we hold Personal Data. A Data Subject need not be a UK national or resident. All Data Subjects have legal rights in relation to their Personal Data.

Personal Data means Data relating to a living individual who can be identified from that Data (or from that Data and other information in our possession). Personal Data can be factual (such as a name or address) or it can be an opinion (such as a performance appraisal).

Data Controllers are the people who or organisations which determine the purposes for which, and the manner in which, any Personal Data is processed. They have a responsibility to establish practices and policies in line with the Act. We are the Data Controller of all Personal Data used in our business.

Data Users include employees whose work involves using Personal Data. Data Users have a duty to protect the information they handle by following our data protection and security policies at all times.

Data Processors include any person who processes Personal Data on behalf of a Data Controller. Employees of Data Controllers are excluded from this definition but it could include suppliers which handle Personal Data on our behalf.

Processing is any activity that involves use of the Data. It includes obtaining, recording or
holding the Data, or carrying out any operation or set of operations on the Data including organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing also includes transferring Personal Data to third parties.

**Sensitive Personal Data** includes information about a person’s racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health or condition or sexual life, or about the commission of, or proceedings for, any offence committed or alleged to have been committed by that person, the disposal of such proceedings or the sentence of any court in such proceedings. Sensitive Personal Data can only be processed under strict conditions, and will usually require the express consent of the person concerned.

**DATA PROTECTION PRINCIPLES**

Anyone processing Personal Data must comply with the eight enforceable principles of good practice. These provide that Personal Data must be:

- Processed fairly and lawfully.
- Processed for limited purposes and in an appropriate way.
- Adequate, relevant and not excessive for the purpose.
- Accurate.
- Not kept longer than necessary for the purpose.
- Processed in line with data subjects’ rights.
- Secure.
- Not transferred to people or organisations situated in countries without adequate protection.

**FAIR AND LAWFUL PROCESSING**

The Act is intended not to prevent the processing of Personal Data, but to ensure that it is done fairly and without adversely affecting the rights of the Data Subject. The Data Subject must be told who the Data Controller is (in this case the Company), the purpose for which the Data is to be processed by us, and the identities of anyone to whom the Data may be disclosed or transferred.

For Personal Data to be processed lawfully, certain conditions have to be met. These may include, among other things, requirements that the Data Subject has consented to the processing, or that the processing is necessary for the legitimate interest of the Data Controller or the party to whom the Data is disclosed. When sensitive Personal Data is being processed, more than one condition must be met. In most cases the Data Subject's explicit consent to the processing of such Data will be required.

**PROCESSING FOR LIMITED PURPOSES**

Personal Data may only be processed for the specific purposes notified to the Data Subject when the Data was first collected or for any other purposes specifically permitted by the Act. This means that Personal Data must not be collected for one purpose and then used for another. If it becomes necessary to change the purpose for which the Data is processed, the Data subject must be informed of the new purpose before any processing occurs.

**ADEQUATE, RELEVANT AND NON-EXCESSIVE PROCESSING**

Personal Data should only be collected to the extent that it is required for the specific purpose notified to the Data Subject. Any Data which is not necessary for that purpose should not be collected in the first place.
ACCURATE DATA

Personal Data must be accurate and kept up to date. Information which is incorrect or misleading is not accurate and steps should therefore be taken to check the accuracy of any Personal Data at the point of collection and at regular intervals afterwards. Inaccurate or out-of-date Data should be destroyed.

TIMELY PROCESSING

Personal Data should not be kept longer than is necessary for the purpose. This means that Data should be destroyed or erased from our systems when it is no longer required.

PROCESSING IN LINE WITH DATA SUBJECT'S RIGHTS

Data must be processed in line with Data Subjects' rights. Data Subjects have a right to:
- Request access to any Data held about them by a Data Controller.
- Prevent the processing of their Data for direct-marketing purposes.
- Ask to have inaccurate Data amended.
- Prevent processing that is likely to cause damage or distress to themselves or anyone else.

DATA SECURITY

We must ensure that appropriate security measures are taken against unlawful or unauthorised processing of Personal Data, and against the accidental loss of, or damage to, Personal Data. Data Subjects may apply to the courts for compensation if they have suffered damage from such a loss.

The Act requires us to put in place procedures and technologies to maintain the security of all Personal Data from the point of collection to the point of destruction. Personal Data may only be transferred to a third-party Data Processor if it agrees to comply with those procedures and policies, or if it puts in place adequate measures himself.

Maintaining Data Security means guaranteeing the confidentiality, integrity and availability of the Personal Data, defined as follows:
- **Confidentiality** means that only people who are authorised to use the Data can access it.
- **Integrity** means that Personal Data should be accurate and suitable for the purpose for which it is processed.
- **Availability** means that authorised users should be able to access the Data if they need it for authorised purposes. Personal Data should therefore be stored on our central computer system instead of individual PCs.

Security procedures include:
- Any stranger seen in entry-controlled areas should be reported.
- Desks and cupboards should be kept locked if they hold confidential information of any kind.
- Paper documents should be shredded. Floppy disks and CD-ROMs should be physically destroyed when they are no longer required.
- Data Users should ensure that individual monitors do not show confidential information to passers-by and that they log off from their PC when it is left unattended.
DEALING WITH SUBJECT ACCESS REQUESTS

A formal request from a Data Subject for information that we hold about them must be made in writing. A fee may be payable by the Data subject for provision of this information. Any employee who receives a written request should forward it to HR Department immediately.

Any employee dealing with telephone enquiries should be careful about disclosing any personal information held by the company. In particular they should:

- Check the caller's identity to make sure that information is only given to a person who is entitled to it.
- Suggest that the caller put their request in writing if they are not sure about the caller's identity and where their identity cannot be checked.
- Refer to HR Department for assistance in difficult situations. No-one should be bullied into disclosing personal information.
Appendix 9

ANTI-BRIBERY AND CORRUPTION POLICY

It is MRS' policy to conduct all of our business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate and implementing and enforcing effective systems to counter bribery.

We will uphold all laws relevant to countering bribery and corruption in all the jurisdictions in which we operate. However, we remain bound by the laws of the UK, including the Bribery Act 2010, in respect of our conduct both at home and abroad.

The purpose of this policy is to:
- set out our responsibilities, and of those working for us, in observing and upholding our position on bribery and corruption; and
- provide information and guidance to those working for us on how to recognise and deal with bribery and corruption issues.

Bribery and corruption are punishable for individuals by up to ten years' imprisonment and if we are found to have taken part in corruption we could face an unlimited fine, be excluded from tendering for public contracts and face damage to our reputation. Therefore, we take our legal responsibilities very seriously.

In this policy, third party means any individual or organisation you come into contact with during the course of your work for us, and includes actual and potential clients, customers, suppliers, distributors, business contacts, agents, advisers, and government and public bodies, including their advisors, representatives and officials, politicians and political parties.

WHO IS COVERED BY THE POLICY?

This policy applies to all employees working at all levels and grades, including senior managers, officers, directors, employees (whether permanent, fixed-term or temporary), consultants, contractors, trainees, seconded employees, homeworkers, casual workers and agency staff, volunteers, interns, agents, sponsors, or any other person associated with us, or any of our affiliates or their employees, wherever located (collectively referred to as workers in this policy).

WHAT IS BRIBERY?

A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage.

GIFTS AND HOSPITALITY

This policy does not prohibit normal and appropriate hospitality (given and received) to or from third parties.
The giving or receipt of gifts up to a value of £25.00 is not prohibited, if the following requirements are met:

- it is not made with the intention of influencing a third party to obtain or retain business or a business advantage, or to reward the provision or retention of business or a business advantage, or in explicit or implicit exchange for favours or benefits;
- it complies with local law;
- it is given in our name, not in your name;
- it does not include cash or a cash equivalent (such as gift certificates or vouchers);
- it is appropriate in the circumstances. For example, in the UK it is customary for small gifts to be given at Christmas time;
- taking into account the reason for the gift, it is of an appropriate type and value and given at an appropriate time;
- it is given openly, not secretly; and
- gifts should not be offered to, or accepted from, government officials or representatives, or politicians or political parties, without the prior approval of the Commercial Director.

We appreciate that the practice of giving business gifts varies between countries and regions and what may be normal and acceptable in one region may not be in another. The test to be applied is whether in all the circumstances the gift or hospitality is reasonable and justifiable. The intention behind the gift should always be considered.

**WHAT IS NOT ACCEPTABLE?**

- It is not acceptable for you (or someone on your behalf) to:
  - give, promise to give, or offer, a payment, gift or hospitality with the expectation or hope that a business advantage will be received, or to reward a business advantage already given;
  - give, promise to give, or offer, a payment, gift or hospitality to a government official, agent or representative to “facilitate” or expedite a routine procedure;
  - accept payment from a third party that you know or suspect is offered with the expectation that it will obtain a business advantage for them;
  - accept a gift or hospitality from a third party if you know or suspect that it is offered or provided with an expectation that a business advantage will be provided by us in return;
  - threaten or retaliate against another worker who has refused to commit a bribery offence or who has raised concerns under this policy; or
  - engage in any activity that might lead to a breach of this policy.

**FACILITATION PAYMENTS AND KICKBACKS**

We do not make, and will not accept, facilitation payments or "kickbacks" of any kind. Facilitation payments are typically small, unofficial payments made to secure or expedite a routine government action by a government official. They are not commonly paid in the UK, but are common in some other jurisdictions.

If you are asked to make a payment on MRS’ behalf, you should always be mindful of what the payment is for and whether the amount requested is proportionate to the goods or services provided. You should always ask for a receipt which details the reason for the payment. If you have any suspicions, concerns or queries regarding a payment, you should raise these with the Commercial Director.
Kickbacks are typically payments made in return for a business favour or advantage. All workers must avoid any activity that might lead to, or suggest, that a facilitation payment or kickback will be made or accepted by the Company.

**DONATIONS**

We do not make contributions to political parties. We only make charitable donations that are legal and ethical under local laws and practices. No donation must be offered or made without the prior approval of the Managing Director.

**YOUR RESPONSIBILITIES**

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

The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all those working for us or under our control. All employees are required to avoid any activity that might lead to, or suggest, a breach of this policy.

You must notify the Commercial Director as soon as possible if you believe or suspect that a conflict with this policy has occurred, or may occur in the future. For example, if a client or potential client offers you something to gain a business advantage with us, or indicates to you that a gift or payment is required to secure their business. Further "red flags" that may indicate bribery or corruption are set out below.

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

**RECORD-KEEPING**

We must keep financial records and have appropriate internal controls in place which will evidence the business reason for making payments to third parties.

You must declare to the Commercial Director and keep a written record of all hospitality or gifts over £25 accepted or offered, which may be subject to managerial review.

You must ensure all expenses claims relating to hospitality, gifts or expenses incurred to third parties are submitted and specifically record the reason for the expenditure.

All accounts, invoices, memoranda and other documents and records relating to dealings with third parties, such as clients, suppliers and business contacts, should be prepared and maintained with strict accuracy and completeness. No accounts must be kept "off-book" to facilitate or conceal improper payments.

**HOW TO RAISE A CONCERN**

You are encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage. If you are unsure whether a particular act constitutes bribery or corruption, or if you have any other queries, these should be raised with the Executive of MRS.

**WHAT TO DO IF YOU ARE A VICTIM OF BRIBERY OR CORRUPTION**

It is important that you tell the Executive of MRS as soon as possible if you are offered a bribe by a third party, are asked to make one, suspect that this may happen in the future, or believe that you are a victim of another form of unlawful activity.
PROTECTION

Employees who refuse to accept or offer a bribe, or those who raise concerns or report another's wrongdoing, are sometimes worried about possible repercussions. We aim to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken.

We are committed to ensuring no one suffers any detrimental treatment as a result of refusing to take part in bribery or corruption, or because of reporting in good faith their suspicion that an actual or potential bribery or other corruption offence has taken place, or may take place in the future. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should inform the Commercial Director immediately. If the matter is not remedied, and you are an employee, you should raise it formally using our Grievance Procedure.

WHO IS RESPONSIBLE FOR THE POLICY?

The Managing Director has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it.

The Managing Director has primary and day-to-day responsibility for implementing this policy, and for monitoring its use and effectiveness and dealing with any queries on its interpretation. Management at all levels are responsible for ensuring those reporting to them are made aware of and understand this policy and are given adequate and regular training on it.

POTENTIAL RISK SCENARIOS: "RED FLAGS"

The following is a list of possible red flags that may arise during the course of you working for us and which may raise concerns under various anti-bribery and anti-corruption laws. The list is not intended to be exhaustive and is for illustrative purposes only.

If you encounter any of these red flags while working for us, you must report them promptly to an Executive Director:

(a) you become aware that a third party engages in, or has been accused of engaging in, improper business practices;

(b) you learn that a third party has a reputation for paying bribes, or requiring that bribes are paid to them, or has a reputation for having a "special relationship" with foreign government officials;

(c) a third party insists on receiving a commission or fee payment before committing to sign up to a contract with us, or carrying out a government function or process for us;

(d) a third party requests payment in cash and/or refuses to sign a formal commission or fee agreement, or to provide an invoice or receipt for a payment made;

(e) a third party requests that payment is made to a country or geographic location different from where the third party resides or conducts business;

(f) a third party requests an unexpected additional fee or commission to "facilitate" a service;

(g) a third party demands lavish entertainment or gifts before commencing or continuing contractual negotiations or provision of services;

(h) a third party requests that a payment is made to "overlook" potential legal violations;
(i) a third party requests that you provide employment or some other advantage to a friend or relative;

(j) you receive an invoice from a third party that appears to be non-standard or customised;

(k) a third party insists on the use of side letters or refuses to put terms agreed in writing;

(l) you notice that we have been invoiced for a commission or fee payment that appears large given the service stated to have been provided;

(m) a third party requests or requires the use of an agent, intermediary, consultant, distributor or supplier that is not typically used by or known to us; or

(n) you are offered an unusually generous gift in excess of £25 limit or offered lavish hospitality by a third party.
### Appendix 10: Contacts

*MRS Executive Directors: Nigel Kerby and Jonathan Snape*

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Telephone</th>
<th>Email</th>
</tr>
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<tbody>
<tr>
<td>Nigel Kerby</td>
<td>Managing Director</td>
<td>01382 568568</td>
<td><a href="mailto:nkerby@mrsld.com">nkerby@mrsld.com</a></td>
</tr>
<tr>
<td>Jonathan Snape</td>
<td>Commercial Director</td>
<td>01382 568568</td>
<td><a href="mailto:jsnape@mrsld.com">jsnape@mrsld.com</a></td>
</tr>
<tr>
<td>Angela McNally</td>
<td>PA to Directors</td>
<td>01382 566039</td>
<td><a href="mailto:angela.mcnelly@mrsld.com">angela.mcnelly@mrsld.com</a></td>
</tr>
<tr>
<td>Claire Traynor</td>
<td>Head of Lipid Unit</td>
<td>01382 568876</td>
<td><a href="mailto:claire.traynor@mrsld.com">claire.traynor@mrsld.com</a></td>
</tr>
<tr>
<td>Marelle Dalziel</td>
<td>HR Business Partner</td>
<td>0844 928 5482</td>
<td><a href="mailto:marelle.dalziel@hutton.ac.uk">marelle.dalziel@hutton.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>or ext. 8761</td>
<td></td>
</tr>
<tr>
<td>Louise Donnelly</td>
<td>HR Assistant</td>
<td>0844 928 5482</td>
<td><a href="mailto:louise.hr.donnelly@hutton.ac.uk">louise.hr.donnelly@hutton.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>or ext. 8920</td>
<td></td>
</tr>
<tr>
<td>Finlay Dale</td>
<td>Senior Research Scientist</td>
<td>01382 566740</td>
<td><a href="mailto:finlay.dale@hutton.ac.uk">finlay.dale@hutton.ac.uk</a></td>
</tr>
<tr>
<td>Drummond Todd</td>
<td>Potato Breeder</td>
<td>01382 568907</td>
<td><a href="mailto:drummond.todd@mrsld.com">drummond.todd@mrsld.com</a></td>
</tr>
<tr>
<td>Nikki Jennings</td>
<td>Fruit Breeder</td>
<td>01382 567553</td>
<td><a href="mailto:nikki.jennings@mrsld.com">nikki.jennings@mrsld.com</a></td>
</tr>
<tr>
<td>David Stone</td>
<td>Head of ITS</td>
<td>01224 395253</td>
<td><a href="mailto:david.stone@hutton.ac.uk">david.stone@hutton.ac.uk</a></td>
</tr>
<tr>
<td>Louise Davidson</td>
<td>Infrastructure Manager, ITS</td>
<td>0844 928 5482</td>
<td><a href="mailto:louise.davidson@hutton.ac.uk">louise.davidson@hutton.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>or ext. 8841</td>
<td></td>
</tr>
<tr>
<td>Steve Petrie</td>
<td>Head of Estates and Facilities</td>
<td>0844 928 5482</td>
<td><a href="mailto:steve.petrie@hutton.ac.uk">steve.petrie@hutton.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>or ext. 8808</td>
<td></td>
</tr>
<tr>
<td>Wendy Patterson</td>
<td>Administrator, Estates and Facilities</td>
<td>0844 928 5482</td>
<td><a href="mailto:wendy.patterson@hutton.ac.uk">wendy.patterson@hutton.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>or ext. 8807</td>
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Appendix 11: Confirmation of Receipt of Handbook Form

<table>
<thead>
<tr>
<th>Name:</th>
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<tbody>
<tr>
<td>Designation:</td>
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<tr>
<td>Place of Work:</td>
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<tr>
<td>Line Manager:</td>
</tr>
</tbody>
</table>

I confirm I have received a copy of the MRS Employee Handbook and that I have read this and understood the contents.

I also confirm that I have sought clarification from my line manager on any issues outlined in the Handbook which I am not clear about.

Signed: ____________________________________________

Date: ____________________________________________

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