



Angard Public/Civic Duties Policy

Angard Staffing recognises that employees may, from time to time, need to take time off for public or civic duties. This policy sets out Angard Staffing's approach to such matters.

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Getting help

Please contact the Angard Helpline Number 0333 240 8502 or email angard.employee@reedglobal.com.

For web access go to: www.angardstaffing.co.uk.

Overview

This policy is in effect from 1st April 2014. .

You will be granted unpaid leave of absence, if appropriate, to undertake certain public / civic duties as set out in this policy.

Those employees carrying out certain public duties have a statutory right to reasonable time off in order to fulfil their duties subject to business needs. However, it is still necessary for requests for time off in these circumstances to be agreed with Angard. Anyone considering an involvement in public duties should consult Angard by calling the Angard Helpline Number 0333 240 8502 or email angard.employee@reedglobal.com. in advance of making a final commitment so as to establish the level to which time off may be granted.

Each request for time off will be considered on its merits. The issues which will be considered include:

- Whether the activity is reasonable in relation to your employment;
- How much time off is reasonably required for the duty in question;
- How much time off you have already taken for the public duty in question;
- How your absence will affect Angard's business or that of businesses we work with, including Royal Mail.

Jury Service

If you are called for jury service you should inform Angard immediately by calling the Angard Helpline Number 0333 240 8502 or email angard.employee@reedglobal.com.

In certain exceptional circumstances, Angard may request that you apply to be excused or defer your jury service. Angard is not required to pay you while you are on jury service. You will be advised at court of the loss of earnings you can claim.

Reserve Armed Forces

For Territorial Army or other reserve armed forces training you will be entitled to take unpaid leave of absence.

If we receive notice that you have been called-up we may apply to an adjudication officer for the notice to be deferred or revoked if your absence would cause serious harm to our business (which could not be prevented by the grant of financial assistance).

Once your military service has ended you may submit a written application for reinstatement to your employment. This should be made by the third Monday following the end of your military service and you should notify us of the date on which you will be available to restart work.

If it is not reasonable and practicable to reinstate you into your former employment (and in particular your former assignment with Royal Mail) we will offer you the most favourable occupation on the most favourable terms and conditions which are reasonable and practicable.

Where to go for further information

Contact the Angard Helpline Number on 0333 240 8502 or email angard.employee@reedglobal.com if you have any queries about this policy.

For web access please go to: www.angardstaffing.co.uk.

Review

This policy may be reviewed to ensure it remains effective and updated from time to time to meet Angard's requirements.