

POLICY NAME:	EMPLOYMENT RIGHTS	DATE:	JANUARY 2026
POLICY REVISION:	02	BY	JONATHAN CLARK
REVIEW PERIOD:	ANNUALLY	REVIEW:	JANUARY 2027



EMPLOYMENT RIGHTS POLICY



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CONTENTS

1. AMENDMENTS AND UPDATES 3

2. PURPOSE 3

3. SCOPE 3

4. REGULAR WAGES 3

5. PAID HOLIDAY 3

6. MATERNITY, PATERNITY AND PARENTAL LEAVE 3

7. SICK PAY AND LEAVE - SICK PAY 4

8. SICK PAY AND LEAVE - REPORTING SICKNESS ABSENCE 4

9. SICK PAY AND LEAVE - MEDICAL EXAMINATIONS 4

10. WORKING HOURS AND REST BREAKS 4

12. GRIEVANCE AND DISCIPLINARY PROCEDURES 5

13. REDUNDANCY AND TERMINATION..... 5

14. TRAINING AND DEVELOPMENT 5

15. REVIEW AND CONTINUOUS IMPROVEMENT 6

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1. AMENDMENTS AND UPDATES

ISSUE	DATE	AMENDMENT / CHANGE
FIRST	Unknown	All previous versions saved in 'Archive' server
02	Jan 2026	Template, wording and sections, part of GFS improvement process.

2. PURPOSE

The purpose of this policy is to ensure Glass and Framing Solutions Limited's fully complies with all relevant UK Employment Law Legislation, guaranteeing that all employees receive their statutory rights. This policy outlines the Company's commitment to fair treatment of employees and details the procedures in place to uphold these rights.

3. SCOPE

This policy applies to all employees of Glass and Framing Solutions Limited, including fulltime, parttime, temporary, and fixed-term contract workers. It covers the fundamental employment rights as provided under UK Law, including but not limited to, regular wages, paid holiday, maternity / paternity leave, and other statutory entitlements.

4. REGULAR WAGES

Glass and Framing Solutions Limited is committed to ensuring that all employees receive their wages promptly and in accordance with their employment contracts and UK Law.

- **Payment Schedule:** Employees will be paid regularly, either weekly or monthly, as specified in their employment contracts.
- **Minimum Wage Compliance:** The Company guarantees that all employees are paid at least the National Minimum Wage (NMW) or National Living Wage (NLW), as applicable to their age group and role.
- **Overtime:** Employees will be compensated for any overtime working in accordance with their Employment Contracts and relevant legislation.
- **Deductions:** Any deductions from wages will be clearly outlined in the Employee's Contract and comply with legal requirements. Unauthorised deductions are strictly prohibited.

5. PAID HOLIDAY

Glass and Framing Solutions Limited ensures that all employees are entitled to paid annual leave in accordance with the Working Time Regulations 1998.

- **Entitlement:** Fulltime employees are entitled to a minimum of 28 days of paid holiday per year, including Public Holidays. Parttime employees will receive a pro-rata amount of paid holiday based on their working hours.
- **Holiday Pay:** Employees will receive their usual rate of pay during their holiday period.
- **Holiday Requests:** Employees must submit holiday requests in advance, and these will be approved based on business needs and in accordance with Company procedures.
- **Carry Over:** Employees are encouraged to take their full holiday entitlement within the holiday year. Any unused holiday may be carried over to the next year, up to a maximum of 8 days, with prior approval.

6. MATERNITY, PATERNITY AND PARENTAL LEAVE

Glass and Framing Solutions Limited supports employees in balancing work with their family responsibilities by providing leave entitlements in accordance with UK Law.

- **Maternity Leave:** Eligible employees are entitled to 52 weeks of maternity leave, with 39 weeks potentially being paid under Statutory Maternity Pay (SMP) regulations. The Company also offers enhanced maternity pay for the first six weeks at 90% of average earnings, followed by SMP.

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- **Paternity Leave:** Eligible employees can take up to 2 weeks of paternity leave, paid at either the statutory rate or 90% of average weekly earnings, whichever is lower.
- **Shared Parental Leave:** Employees can share up to 50 weeks of leave and 37 weeks of pay if they choose to take Shared Parental Leave (SPL) instead of maternity leave.
- **Parental Leave:** Employees with parental responsibility are entitled to take up to 18 weeks of unpaid parental leave for each child up to their 18th birthday.

7. SICK PAY AND LEAVE - SICK PAY

Glass and Framing Solutions Limited provides employees with Statutory Sick Pay (SSP) and additional Company sick pay where applicable.

You are entitled to Statutory Sick Pay (SSP) during periods of sickness absence. For the purposes of the Statutory Sick Pay scheme the agreed 'qualifying days' are Monday to Friday.

There is no right to contractual sick pay, but such payments may be made at the discretion of the Company.

8. SICK PAY AND LEAVE - REPORTING SICKNESS ABSENCE

On the first day of any sickness absence, you must ensure that your line manager is informed by telephone of your sickness at the earliest possible opportunity. You should also give details of the nature of your illness and the day on which you expect to return to work.

You must inform the Company as soon as possible of any change in the date of your anticipated return to work. Please note that personal contact is always required, when contacting the Company and calls on your behalf will not be accepted unless under exceptional circumstances.

Sickness absence of up to and including seven consecutive days must be fully supported by a Self-Certificate and thereafter by one or more Doctor's Certificates provided to the Company on a regular basis during the period of sickness absence.

You must inform your Line Manager on the first day of your return to work after a period of sickness absence and complete a Self-Certificate form if applicable. Self-Certification forms are available from your Line Manager.

A Fit Note is not conclusive evidence that an employee is unfit to work, and the Company reserves the right to make appropriate enquiries to ascertain whether an employee is fit enough to do different or lighter duties.

If your attendance, due to persistent short-term absence or a pattern of absences which may become a matter of concern your Line Manager will discuss this with you informally with a view to resolving issues and improving attendance. If your attendance has not improved and there is no underlying medical condition, poor attendance may become a disciplinary matter.

9. SICK PAY AND LEAVE - MEDICAL EXAMINATIONS

The Company may require you to undergo a medical examination by a medical practitioner nominated by it at any stage of your employment and you also agree to authorise the medical practitioner responsible for the medical examination to prepare a medical report detailing the results of the examination.

The cost of any such examination will be met by the Company, and you will co-operate in the disclosure of all results and reports to the Company. The Company will only request such an examination where reasonable to do so.

There may also be occasions where the Company considers it necessary to request a medical report on your health from your GP or Consultant. Where a medical report is necessary, you will be informed of your rights under the Access to Medical Reports Act 1988 and you will be asked to give your written consent for the Company to contact your GP or consultant to obtain a medical report.

10. WORKING HOURS AND REST BREAKS

Glass and Framing Solutions Limited ensures that all employees work within the legal limits set by the Working Time Regulations 1998.

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- **Working Hours:** The standard working week should not exceed 48 hours on average, unless an employee has voluntarily opted out of this limit.
- **Rest Breaks:** Employees are entitled to a 20-minute rest break if they work more than six hours a day. In addition, employees are entitled to 11 hours of rest between working days and a minimum of 24 hours of uninterrupted rest each week.

11. EQUAL OPPORTUNITIES AND NON-DISCRIMINATION

Glass and Framing Solutions Limited is committed to creating a workplace free from discrimination, harassment, and victimisation, ensuring equality of opportunity in employment.

- **Equal Treatment:** All employees will be treated equally regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.
- **Reasonable Adjustments:** The Company will make reasonable adjustments to accommodate employees with disabilities or other needs, ensuring they can perform their job roles effectively.

12. GRIEVANCE AND DISCIPLINARY PROCEDURES

Glass and Framing Solutions Limited provides clear procedures for addressing employee grievances and disciplinary matters.

- **Grievances:** Employees who have concerns or complaints about their employment conditions, treatment, or other work-related issues are encouraged to raise them through the Company's formal grievance procedure.
- **Disciplinary Action:** The Company will take disciplinary action in cases of misconduct, poor performance, or other breaches of Company Policies. Disciplinary actions will be fair, consistent, and in line with the Company's Disciplinary Procedure.

13. REDUNDANCY AND TERMINATION

Glass and Framing Solutions Limited ensures that redundancy and termination procedures comply with UK Employment Law.

- **Redundancy:** If redundancy is necessary, the Company will follow a fair and transparent process, including consultation with affected employees and consideration of alternative employment within the Company.
- **Notice Periods:** Employees will be given the notice period as stated in their employment contract or, at a minimum, the statutory notice period, whichever is greater.
- **Termination Payments:** Employees are entitled to any outstanding wages, accrued holiday pay, and any statutory redundancy pay they are eligible for upon termination of employment.

14. TRAINING AND DEVELOPMENT

Glass and Framing Solutions Limited is committed to the ongoing development of its employees.

- **Training Opportunities:** The Company provides training and development opportunities to enhance employees' skills and career progression.
- **Induction:** All new employees will receive a comprehensive induction to familiarise them with the Company's Policies, Procedures, and their specific roles.

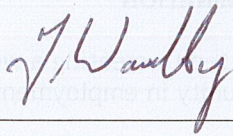
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15. REVIEW AND CONTINUOUS IMPROVEMENT

This policy will be:

- Reviewed annually by Senior Management or more frequently if legislation or business operations change.
- Updated as necessary to ensure continued compliance and effectiveness.
- Supported by periodic audits and feedback mechanisms to identify and address potential weaknesses.

SIGNED:	
NAME:	Tony Waudby
TITLE:	Managing Director
SIGNED FOR:	Glass and Framing Solutions Limited
DATE:	15 th January 2026