



Policy document VMS-HR-POL-001

# People Policy

**APPROVAL**

The signatures below certify that this Policy has been reviewed and accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Signature	Position	Date
Prepared by	Jodie Gillies		HR Director	01/05/21
Reviewed by	Matt Rothnie		Head QHSES	01/05/21
Approved by	David Clark		CEO	01/05/21

**AMENDMENT RECORD**

This Policy is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of change and/or contextual additions or omissions is given below:

Page No.	Context	Revision	Date
	First issue	0	01/05/21
3	Human Rights (added text)	1	18/05/2023

**COMPANY PROPRIETARY INFORMATION**

The electronic version of this Policy is the latest revision. It is the responsibility of the individual to ensure that any paper material is the current revision. The printed version of this manual is uncontrolled, except when provided with a document reference number and revision.

Vysus Group aspire to be an employer of choice with a workplace culture that lives and breathes our core values of Trust, Passion and Partnership, providing an inclusive, engaging and rewarding employment experience. Our people are our organisation and to succeed and deliver for all our stakeholders we want to attract, develop and retain a talented workforce.

This policy is applicable to all employees of Vysus Group entities. The HR Function is accountable for ensuring all People related policies and procedures are developed and documented at a country and/or area level. All HR policies and procedures are compliant with local employment legislation.

### Employee Contracts and Offers of Employment

All Vysus Group employees (and contractors where appropriate) will have a legally compliant contract (or an offer of employment, or both, as may be appropriate) and that appropriate employment record systems are in place to ensure that these are satisfactorily retained throughout the duration of the employee's tenure.

### Discipline

Vysus Group set a high level of expectation with regards to employee conduct and performance at work. Disciplinary rules and procedures help the business achieve this objective and provide the employee with clear guidance and expectations. Where there are alleged failures to adhere to a satisfactory level of conduct or performance that falls below expectations, Vysus Group will act in a fair and reasonable manner to address these towards a goal of improvement. Vysus Group have formal disciplinary procedures in line with and to adhere to local legislation and regulations.

### Grievances

Vysus Group's seek to resolve grievances fairly and speedily. Wherever possible we would seek to resolve grievances through informal discussions. Vysus Group have grievance procedures in line with and to adhere to local legislation and regulations. Vysus Group encourage employees to raise any concerns about their work, working environment and working relationships with their line management or HR.

### Harassment and Workplace Bullying

Vysus Group facilitate a business culture and environment that is free from harassment and bullying, where all employees are treated with dignity and respect. Harassment and bullying are considered to be serious disciplinary offences which may, in certain circumstances, result in dismissal.

### Equal Opportunities and Diversity

Vysus Group is committed to a policy of equal opportunities in all aspects of employment practice – not only because we recognise our legal obligations but because as an organisation we believe it is right. It is our policy to promote equality of opportunity in all stages of employment (from recruitment through to departure) regardless of race, religion or belief, political opinion, colour, ethnic origin, age, nationality, marital/parental status, sex, gender, sexual orientation, disability or any other category that may be protected by applicable law.

### Working Hours

The Vysus Group of employing entities has an obligation to provide a safe working environment for their respective employees across the world. This includes your working hours and working patterns. To safeguard employees' own health, safety and wellbeing we implement guidelines to achieve this whilst promoting employees to take their annual leave to which they are entitled.

### Drugs and Alcohol

The Vysus Group of employing entities is committed to providing safe, healthy and productive working environment for all employees. No-one should attend or undertake work when their performance is impaired by alcohol or other drugs, legal or illegal, prescribed or otherwise. No-one should possess, use or transfer illegal drugs, drugs paraphernalia or other substances on Vysus Group premises or while on a client/third party controlled premises.

### Human Rights

As a participant in the United Nations Global Compact, Vysus Group supports the Ten Principles on human rights, labour, environment, and anti-corruption; the Universal Declaration of Human Rights; the International Labour Organization's (ILO) Declaration on Fundamental Principles and Rights at Work; and the UN Guiding Principles on Business and Human Rights. Vysus Group is committed to human rights, and we are committed against the contributing to, participating in, or enabling the use of child, forced, or exploited labour, forced or exploitative conditions and human trafficking and we are against assisting our clients in doing so in any way.

We work to adhere to the principles of the UN Global Compact, as aligned with those aspects that apply to us and the services we provide, and comply with all applicable laws, wherever we operate. We expect the same from our suppliers.