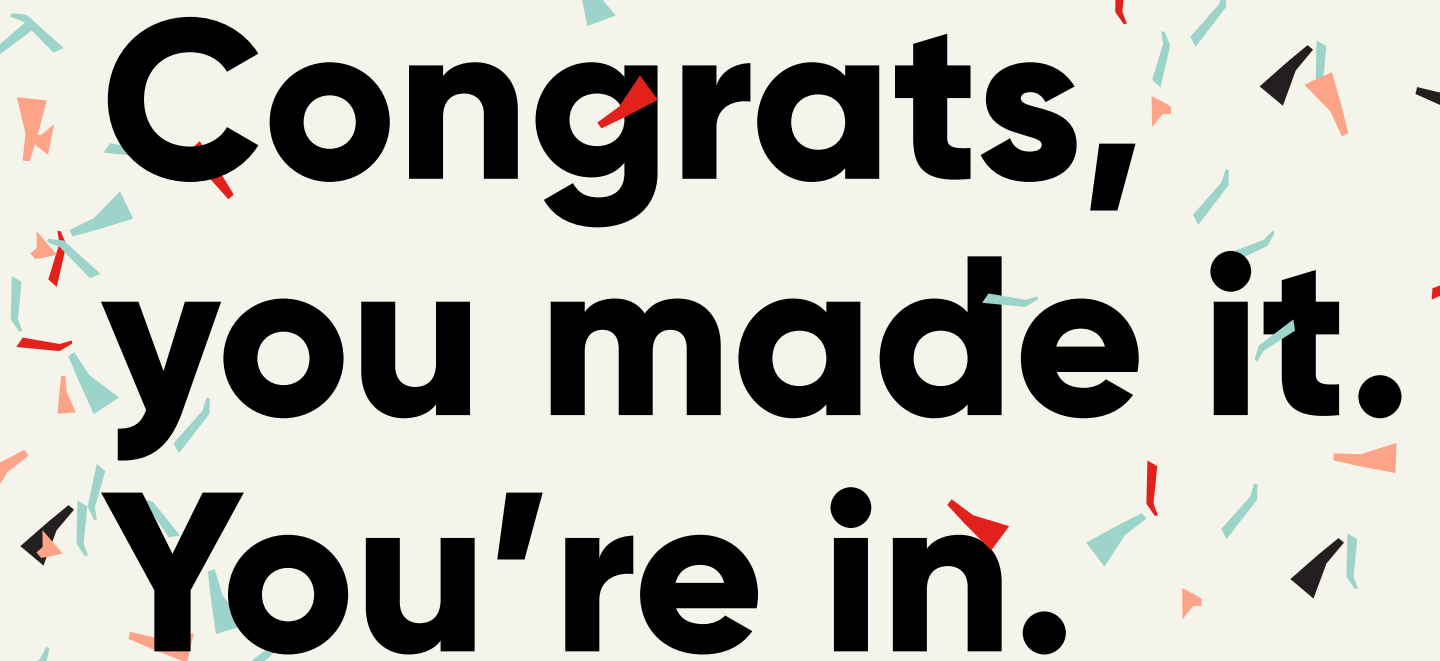


Welcome to
the **beautiful,**
boundless,
brilliant
world of
This is
Beyond.

A shower of colorful confetti in shades of teal, orange, and black is scattered across the top half of the page, framing the main headline.

Congrats, you made it. You're in.

But what on earth have you actually signed up to??

Well, it's the job of this handbook to sketch in some of the finer details and broader ideas.

Throughout the course of the next few pages, we'll acquaint you with where we've come from, what we stand for, and what we're trying to achieve as a company. You'll also get a cheeky preview of the quirks of working in the office and some of the tremendous terminology we like to throw around.

Plus, there's a decent chunk dedicated to our HR policies. From going on maternity leave to correctly filing all those crumpled expense receipts (and everything in between), we got you covered.

But, first things first...

The team

As people, we're a pretty diverse, eclectic bunch of souls from across the globe.

This is Beyond searches out only the most hardworking, talented individuals with a flair for the fantastical and a seriously sociable streak.

To be a boundless 'Beyonder' you need to dream big and think bigger. Share knowledge. Spark curiosity. Question everything, and collaborate constantly. As one long-serving Beyonder likes to remind us, "Teamwork makes the dream work."

Truer words have never been spoken. Throw yourself in without inhibition and you'll find it's a pretty spectacular place to work. Plus, you'll get to meet a whole new crew of maverick masterminds to have some outrageously good times with.

Welcome to **creativity.**

Welcome to **inspiration.**

Welcome to **something pretty damn special.**

Where we've come from

And our voyage of self-discovery.

To mark the 10-year anniversary of our company being founded, we went on a journey to find out who we really are: why we exist, what we're trying to achieve, and how we're going to do it.

We came out the other side transformed – literally: we even changed our name from Beyond Luxury Media to This is Beyond.*

But... why?

When we founded Beyond Luxury Media in 2008, the word 'luxury' meant something very different. Today's high-net-worth consumers are more likely to seek authentic connections over material wealth – and expect brands to enrich their lives, helping them to become the best version of themselves.

Our new name reflects this shift in luxury. It is a challenge to our communities to go beyond expectations and enrich lives, and a promise that we will continue to do the same: a promise to go above and beyond in helping people and businesses become the best they can be.

Recap that for me?

Ok, but only because we like you. Before we march on, here's an overview of what This is Beyond stands for...

Our purpose (why we exist)

is our belief that commerce should be a force for good.

Our vision (what we want to achieve)

is to show the power of humanity in business.

Our mission (how we're going to do it)

is to create events that reshape industries into inspired communities.

* By the way, we never, ever shorten our name to 'Beyond', or use the anagram 'TIB'. Expect elaborate, over-the-top forfeits for any lapses – intended or accidental.

Our purpose

Why are we doing what we do?

Our core belief is that commerce should be a force for good.

Basically, we believe in business that goes beyond profit, because profit alone will not win the trust of today's consumers. To build brand loyalty and create a lasting legacy, brands must combine profit with integrity to make the world a fairer and more sustainable place.

At This is Beyond, a strong belief in integrity and going beyond profit underpins everything we do. It guides us in selecting who becomes part of our communities, and helps us to make the right business decisions. We are constantly striving to be and do better – and encourage our communities to do the same.



The Power of Humanity in business

The vision that guides our epic endeavours.



In our humble opinion, human connections are the most powerful tool in business.

In a world awash with iPhones, iMacs, iPads and various other Apple paraphernalia (alternative brands are available), too many companies overlook the simple power of great relationships – you know, the old-school ones that actually happen in the real world. Call us nostalgic, but we think that's worth doing, and doing right.

That's why we don't just create events: we foster communities, because we know collective thinking can lead to great things. We keep our events intimate and invite only

the most engaged people, which makes them far more valuable for everyone involved. Plus, we inject our unique brand of fun into every experience we create – because business should be anything but boring.

Without us, there would be successful industries of talented individuals, but with us, there are connected, collaborative communities working together to achieve something truly great – all while trying to do a little good in the world.

Put simply, we **inspire**, **empower** and, most importantly, **connect** the people who have the potential to create something truly awesome.

Who we are

And why we're a little bit magic.

Every brand – big or small, quaint or corporate – embodies what is known as a 'brand archetype'.

You might be wondering what on earth that means. Essentially, brand archetypes are like fantasy characters – awesome avatars that reflect our values, our purpose and our mission – and we are the **Magician**.

That means we're not the hero of the tale, but rather the inspirational visionary who helps the protagonist complete their quest. The Yoda to Luke Skywalker. The Dumbledore to Harry Potter. The Gandalf to... well, you get the picture.

As the Magician, we create magical moments, as well as lasting transformation: we're in the business of making dreams come true. It's an important job, and we like to think we do it pretty darn well.

Let's make some magic.



What we do

It's damn cool. Seriously.

All of our This is Beyond communities are exclusive collections of elite names in the high-end game. They're smart, sophisticated and savvy, but they differ depending on which group you're rubbing shoulders with.

Just as the crowd varies from show to show, so do the shows themselves. Each event has it's own distinctive dynamic and personality, like adventurous free spirits from the same colourful family.

The marketplaces – PURE, L.E/ Miami, We Are Africa, We Are Africa North America, Further East, Do Not Disturb and SET – are the main events. They're defined by inspiring spaces and carefully considered scheduling that allow attendees to network with their dream list of contacts, and make lasting connections. But there's plenty more to our ever-growing group of upstarts and trendsetters.

Other kids on the This is Beyond block are...

The House of Beyond

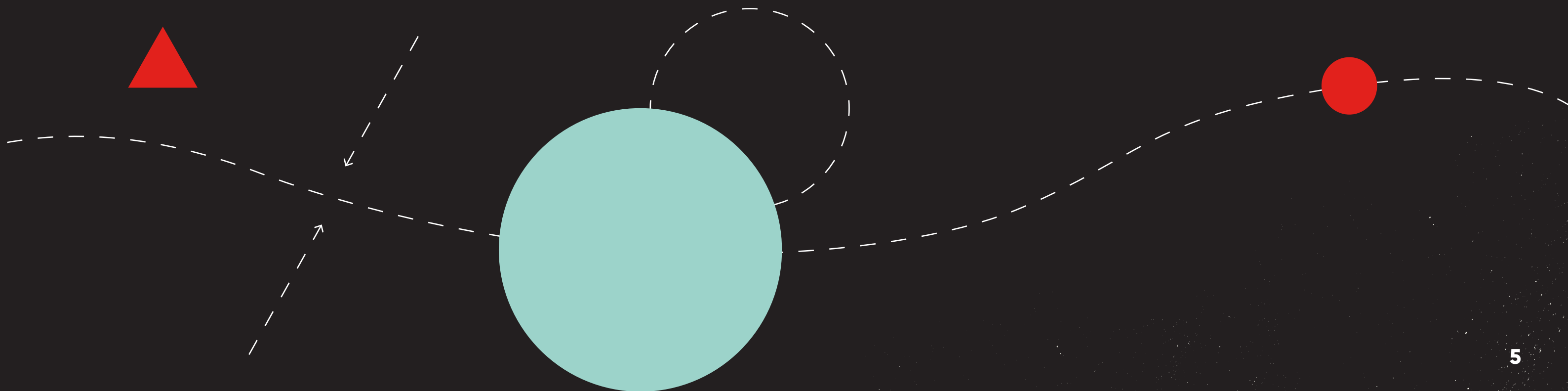
Our private members' club for leaders from the high-end travel industry that combines the best of digital and in-person networking. It's the little black book of contacts everyone in the travel industry needs (even if they don't know it yet).



OPEN HOUSE

Open House by the House of Beyond is the dynamic thought-leadership 'un-conference' that kicks off each of our shows. Spanning over either one or two days, Open House ignites inspiring ideas, sparks the conversations needed to redefine travel, and encourages problem-solving (usually poolside).

**OPEN
HOUSE**



What we do

PURE Life Experiences

The original, the godfather of This is Beyond events, held in Marrakech. Deals in all things experiential travel-related, boasting a community of maverick company leaders who aim to transform travellers through intimate, immersive experiences that Change Worlds.

PURE
LIFE EXPERIENCES

L.E/Miami

Rebellious, sassy, and very pink. Caters to 'contemporary travel' brands, which are the ones that accommodate super-cool creative types with bespoke boutique experiences. Hosted on the perennial party paradise of South Beach, Miami.

L.E/MIAMI

We Are Africa

Bold, confident and unrelentingly vibrant. A modern setting for an exciting new Africa that's proud of its culture and not afraid to shout about it, with a passion for showing the continent is diverse and Not One Story. Based in Cape Town, the show has its own office and awesome group of Beyonders out there.

WE ARE
AFRICA

We Are Africa North America

An extension of We Are Africa and the smallest of our shows, hosted at Sundance Mountain Resort in Utah. The four-day event brings the We Are Africa tribe together with North America's highly regarded buyers. A small show with a big mission: to grow high-end travel from North America to Africa, as part of the tribe's continued mission to rebrand African travel.

WE ARE AFRICA
NORTH AMERICA

Further East

APAC's most innovative high-end travel trade show, where free spirits meet free thinkers. Takes place on (or at least extremely close to) Seminyak Beach in Bali, with a community dedicated to sending luxury travellers to Asia.

further
east

Do Not Disturb

Dedicated to space, seclusion and sustainability, this show-stopper is all about redefining exclusivity in travel. Puglia, Italy is where the magic happens. A gathering of the best in luxury private travel. Think secluded residences, pristine islands, and private yachts.

DO NOT
DISTURB

SET

Specialists in Entertainment Travel, SET is the world's first invite-only trade event celebrating the intersection of entertainment and travel. The setting? New Orleans – the birthplace of jazz and the third largest location in the US for filming and production. From music and TV, to sports and gaming, SET is a first-of-its-kind space for industry pros to connect and collaborate.

SET
SPECIALISTS IN
ENTERTAINMENT
TRAVEL



The story of This is Beyond.



It's an absolute corker.

If you've not heard it already, here's a brief retelling. Way back in 2008 – when MySpace was still going strong and Donald Trump was just some eccentric tycoon who presented a TV show – something pretty special started happening...

There's a simple truth that behind every great business lies a truly profound epiphany.

For Serge Dive and Sarah Ball, partners in business and in life, their lightbulb moment happened on a journey in the African bush with Serge's father, who was recovering from a long illness. They watched him rediscover his lust for life in this new place, fuelled by a newfound curiosity for the world and his place within it.

An idea began to form in their minds: imagine if you could inspire this curiosity in others, harnessing its potential to power personal and business growth, while having a positive impact on the world?

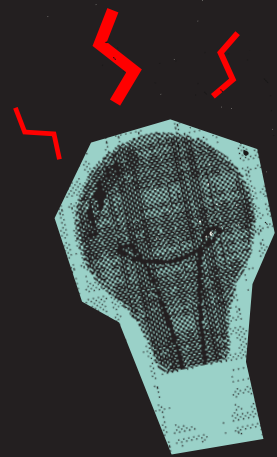
They decided to find out, founding This is Beyond on a shoestring budget and launching their first event in 2009. Every decision they made was a rebellion against the boring, corporate functions they were so tired of – instead, they set out to create transformative experiences that would help people and businesses become the best they could be, while making commerce a force for good.

Since then, This is Beyond has created a growing portfolio of immersive events that reshape industries into inspired communities and show the power of humanity in business. Together, we are shaping a more exciting and promising future.

It's a story with a great beginning. Now it's time for you to start penning a chapter of your own.

The journey

How our universe has expanded.



July 2008

The Big Idea

Serge and Sarah have their lightbulb moment on a trip to Africa.



August 2008

This is Beyond is born

The pair begin building a network of like-minded people, as Beyond Luxury Media.

2009

Beyond the kitchen table

With the addition of new employees, the company relocates from Serge and Sarah's kitchen to a cupboard-sized office with just enough room for four.

November 2009

PURE Life Experiences launches

Our first show announces This is Beyond's official arrival on the events stage.



2012

New year, new home

Having doubled the number of This is Beyond brands, we move to Chiswick with 15 employees.



June 2013

L.E/ Miami & Ministry of Ideas launch

Our second show arrives on South Beach with an accompanying un-conference.

January 2014

Cape Town office opens

Ahead of our new venture in South Africa, a dedicated office is set up.

May 2014

We Are Africa launches

Our third show hits the Cape Town Stadium, our largest venue yet.

September 2014

MATTER launches

PURE gets its own un-conference.

January 2016

PURE Pursuits launches

Our inaugural expedition sees a group of 20 influential leaders head to Iceland.

May 2016

Conservation Lab launches

We join the fight to help win Africa's conservation challenges.

The journey

How our universe has expanded.

September 2016

Assemble I

Our first company retreat sees the team go glamping under the stars and white water rafting.

2016

Exponential expansion

With over 30 Beyonders now on the payroll, we move to our current office block in Shepherds Bush to house a rapidly growing family (which has since doubled in size).

May 2017

FUSE launches

It's the turn of We Are Africa to host its own un-conference.

September 2017

Assemble II

Our company retreat returns and the team goes camping in a field in Norfolk for some immersive bonding...

October 2018

We Are Africa North America launches

The first edition of We Are Africa North America takes our tribe stateside.

November 2018

Further East and AWAKEN launch

Our fourth show takes us to the shores of Seminyak in Bali for our first 'barefoot' travel show.

January 2019

Assemble III

The third instalment takes a more sophisticated turn, as we relocate to a rustic village in rural Italy for three days.

April 2019

A New Name

We re-brand from Beyond Luxury Media to This is Beyond – a name that champions our ideals. We also move from office space 1.1 to 2.2, which gives us enough room to grow up to 100 people with more space for collaboration in multiple meeting rooms and a much bigger kitchen.

January 2020

Assemble IV

Our third company retreat took us to rural Suffolk. Breathtaking natural beauty at Wilderness Reserve and an Alice In Wonderland adventure through the woods and down the rabbit hole, led by our very own bunny... We'll give you a few months to guess who you think that might have been.

2020

Covid 19

Covid19 puts a stop to our shows and business as we know it. The travel events industry and This is Beyond are hit, big time. But we come back burning brighter than ever in 2022 with two new shows!

2021

November 2022

SET launches — & — Do Not Disturb — & — Open House launches

The first edition of SET takes the world of Entertainment Travel by storm.

The first edition puts the show on the map as the place to be for those at the height of exclusive travel.

Our un-conferences all rebrand to Open House by the House of Beyond.

January 2023

Assemble V

The fourth company road trip took us to Osea Island. The team brainstormed where the Rolling Stones often ideated and the craziest of us plunged into the freezing cold sea of Essex. Giant marshmallows, bonding, and a big bash – it was a winter getaway to remember.

Our values

What are they? And what do they mean??

Upon its dynamic reinvention from Beyond Luxury Media to This is Beyond, our company found its soul – its raison d'être (if you'll excuse the fanciful use of French). With it came a set of values, qualities to aspire to, to guide us and to drive future success. They're what make us even greater than the sum of our fabulous parts.

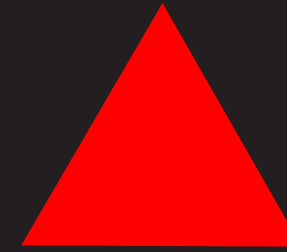
Like so many good things in life, they come in a punchy pack of three. Make sure you get acquainted.

But it doesn't stop there. These aren't some pie-in-sky ideas with no real-world application, or cheesy motivational posters designed to adorn the office walls of high-powered executives. Our brand values are guiding principles to help you be even better than you already are.

So, with these three simple words in mind, ask yourself: What can you do for This is Beyond, and what can This is Beyond do for you?

Integrity can lead to great new charitable initiatives carried out in the name of the brand. Teamwork can spark unexpected collaborations between people who barely knew each other before. And curiosity can prompt people to question the very nature of their work, sometimes leading to improvements for both them and the company (we've had a Junior Content Exec become a Digital Marketing SEO-specialist, and a Junior Web Developer take on sole responsibility for developing the company App).

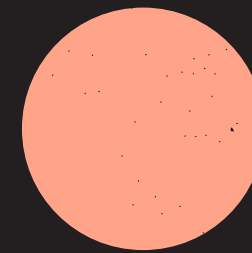
We're all here to learn and improve, so keep pushing. There's no reason to think we've already achieved perfection.



curiosity

Always ask why.

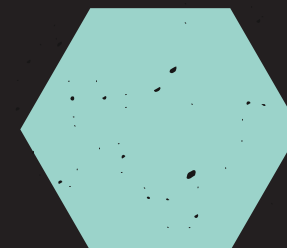
Open your mind to new perspectives and possibilities, and never settle.



integrity

Be driven by good, not greed.

You control your decisions, so make your actions count.



teamwork

Empower others and leave your ego at the door.

Good relationships are a competition of generosity.

Getting started

Finding your feet in Beyondland.

Intros all round

We like to think we're a pretty sociable bunch here, so no doubt you'll get to chat to every Beyonder at some point (casual kitchen convos while brewing a cuppa are always a good start). But to help you get the lay of the land and hear a bit about each event and some of the awesome work we do here, you'll spend your first couple of weeks in a series of meet 'n' greets with each team. Your chance to put faces to names. And then probably instantly forget them.

Beyond buddies

We're all pals here. Amigos. Compadres. Boon companions. But each Beyonder will also have their own 'buddy' who essentially serves as a benevolent mentor to guide you through your time here – a go-to for any queries you may have about anything at all. They'll be in touch not long after you start for the standard cup o' Joe (other non-stimulating beverages are available) – any meet ups or hangouts after this time are entirely optional but warmly encouraged.

The coffee machine

Even in an office bedecked with scandalously expensive Macbooks, the leviathan Nespresso coffee machine is still arguably our pride and joy. You'll find it sitting proudly atop the kitchen countertop: a truly magisterial presence that provides strength and reassurance to every Beyonder (as well as limitless levels of free caffeine). If coffee isn't your style you'll find plenty of teabags on offer as well as an exciting selection of other small appliances in varying stages of the ageing process. All on hand to serve your culinary needs.

A bite with the boss

Le Grand Fromage (aka our CEO and Founder Serge Dive) likes to put in some face time to formally welcome new Beyonders with an informal chat over lunch. Our team is always growing, so this will usually be done in a group of new starters. It's a great way to get to know some colleagues in the early stages of your journey here, while scoring a lunch on us, and spending some one-on-one time with the boss. The main meal will be served alongside pearls of wisdom dished out in a French accent.





Office tunes

Because we're such an uber-cool and marvellously progressive workspace, we've got Sonos speakers hooked up that are always on hand to pipe out some appallingly good tunes. Or sometimes just appalling tunes. Either way, it adds a little ambience to the week. You'll find the usual pattern is to settle in with some chilled indie tracks earlier in the week, progressing smoothly through the genres to late 90s/early 00s R'n'B by Friday afternoon. But anything goes (and total anonymity is assured, Bieber fans). Just don't skip other people's song selections. Not cool.

Team drinks

Despite being in travel, we rarely venture far for team drinks – taking it upon us to support the local pubs. Once a month, usually on a Wednesday, we have team drinks in the office, or at a pub nearby. Much like the Pied Piper, you're likely to hear one of the gang playing a merry tune at around 4.55pm on just about any other day, summoning an eager troupe on a dance down to the 'local' (NB – the local is liable to random and unscheduled changes). An agenda-less chance to socialise whether your preferred tipple is alcoholic or not.

Beyond birthdays

There's something about spending your birthday at work that just doesn't feel right, right? Well, at This is Beyond, you get your birthday off! If your big day falls during a Monday to Thursday, we don't expect you to work – cue delighted cheering and whooping. (NB – you retain the right to opt out of this particular ritual if you're more of a low-key celebrator).

This is Beyond Committees

At This is Beyond we don't just talk a big game, we practise what we preach – which is why we've got two committees to keep us on track. The Sustainability Committee is all about making us a more sustainable, environmentally conscious business because, you know, the planet matters. A lot. The Diversity & Inclusion Committee makes sure the office is a place where people from any origin or background feel respected, heard and valued. Each committee will have a facilitator appointed who will coordinate the group for six months. After six months, a new facilitator will be selected by the group to ensure the position is kept rolling. Facilitators will be steered by the CMO to coach the facilitators to run effective meetings (set goals, measure success, etc) with the aim to be action focused. Less think tank, more do tank.

Committees will be reviewed annually to ensure fair representation and inclusion. Member applications will be reviewed by the senior leadership team and final committee members will be announced shortly after. Committees will be capped at 9 people maximum, to ensure that they are effective in decision making, while still being representative of the diversity in the business. If a committee member leaves, or steps down, they will be replaced by application.

General office know-how

Clean Office Policy

We have a clean-office policy at This is Beyond. This means nothing on the backs of chairs, desks cleared daily (apart from essential equipment) with crockery put in the dishwasher and any papers to be put away in lockers.

Bins/Recycling

There are four separate bins (two for recycling, one for general waste and one for food waste). We ask that you make a conscious effort to dispose of rubbish correctly.

Water Filter Taps

There are two filtered water taps available, one at each end of the office. If you spot any spillages, please clean them up for the safety of yourself and others.

Pods

There are three sound-reducing pods available for informal meetings or private work. There is no booking system for these so please respect the time you use these for to allow everyone a chance to use them. No food is to be consumed whilst using these pods.

Meeting Rooms

In the office, we have three separate meeting rooms: Curiosity, Integrity and Teamwork. If you have an upcoming meeting which requires a meeting room you can book using your calendar and selecting a meeting room that is available. If the room is double booked, you will receive an email bounce back. Any issues regarding meeting rooms, please liaise with the Office Manager, they have elevated permissions to the rooms. To use a meeting room, you must have one booked.

This is Beyond Quiet Room: Code of Conduct

What is the Quiet Room? The Quiet Room is a unique place where you can practice any spiritual beliefs or fulfil any medical needs you might have. Part of our shiny new office space, it's designed to help every Beyonder be their best, authentic selves at work.

Sounds great – where can I find it? You'll find the Quiet Room near the front of the office, just behind the L.E/Miami pod.

What kind of things can I use it for? The Quiet Room is designed to help you fulfil spiritual or physical needs. We're talking quiet prayer; meditation; or administering medication, for example. If you think you might need to use the Quiet Room for something but are unsure if it's appropriate, have a chat with the Office Manager first.

What is it NOT a place for?

- Taking calls (personal OR professional) – that's what soundproof pods and meeting rooms were invented for.
- Taking meetings – see above!
- Taking naps/snacks/drinks/changing for your lunchtime spin class.

Roger that. Any other rules of engagement?

- The clue's in the name – please keep noise to a minimum.
- Take your shoes off, and don't bring any food or drink inside.
- Lock the door from the inside, then leave the keys in the door when you're done, so others know it's free for them to use.

Glossary

**We use weird words sometimes.
But they all mean something, honest.**

If you hear anyone busting them out around the office and wonder what the hell they're banging on about, let us fill you in. Here's a rundown of the most used verbiage and vernacular.

Activations: Usually done in collaboration with partners or sponsors, these are bits of 'experiential marketing' (i.e. physical things that you can actually engage with) that encourage people to interact in a fun, sometimes pretty weird way. Think: a super high-tech mediation pod, two masked 'appraisal experts' knocking out critiques of your appearance on typewriters, and pro photographers taking awesome photos against super-realistic backdrops.

Assemble: Our sort-of-annual company retreat that takes place over several days in various parts of the world. It's all about team bonding. Sometimes, things go a little off-piste.

Beyond: Put simply: you, us, everyone here at This is Beyond. We're quite a crew. "The A-Team", as Serge once described us.

Beyond Luxury Media/BLM: Our old company name/ acronym. Not to be used in an official capacity by anyone, under pain of death. Or possibly something less severe.

Buyer allocation: Not an allocation of buyers, just to be clear, but rather a hotel room allocated to a buyer (it's where we kindly put them up during the shows).

Buyer: One half of our delegate mix, buyers create dream-defying travel itineraries for high-net-worth clients. They come to meet our exhibitors, who they can then partner with to sell to their clients.
See also: *Private Travel Designer*.

Collateral: Pretty much any bit of creative media we produce that we whack our (or our clients') branding on that you can physically touch – anything from notebooks, lanyards and invites to posters, water bottles and umbrellas. It's what our graphic designers spend countless hours of blood, sweat and tears cranking out while manacled to their desks.
See also: *Signage*.

CTA: Stands for Call to Action, which is basically when you're trying to get someone to buy, sign up or read something via an advert or an email. Gets used a lot by our marketing teams. Plus, if you're ever knocking about in Sicily and struggling to get home using your limited Italian, you can shout it to cab drivers as it also stands for Catania-Fontanarossa Airport. You're welcome.

The community: The collective name for the delegates who attend PURE (always lowercase). See also: *PUREists*.

DMC: Stands for Destination Management Company. Professional services companies with local knowledge, expertise and resource, who attend our shows as exhibitors (see also: Exhibitor). Not to be confused with 'Deep Meaning Conversation', intense chats which tend to occur in a blur of emotion (and occasionally booze) between two individuals.

E-shot: Fancy, nicely designed emails we send out to current and potential clients to build brand awareness or sell our events. The origins of the name itself remain a baffling enigma surrounded in mystery, even to seasoned digital marketers.

Exhibitor: The other half of the guests who attend our shows, our exhibitors, also known as suppliers (who pay to attend) are a maverick bunch, representing the crème-de-la-crème of the hospitality industry. They represent seriously swanky hotels, yachts and resorts.

MICE: Stands for Meetings, Incentives, Conventions and Exhibitions. A business-orientated section of the travel industry (apparently worth about \$30 billion a year, with over 50 million trips). Not to be confused with the small, furry rodents of the same name.

Monday morning meetings: Meetings that happen on a Monday morning. Show updates are shared, applause is sometimes given, and the video-conference connection to the Cape Town office is consistently inconsistent.

Private Travel Designer: The fancy name given to the buyers at PURE. They basically do the same job as a buyer but at this show they get cooler titles because someone (probably Serge) started calling them that and it stuck because they bloody loved it.

PUREists: The delegates who attend PURE. Occasionally known as 'Mavericks' because, you know, they kinda are.

Rebels: The delegates who attend L.E/ Miami. Sassy, stylish and likely to be seen in pink sunglasses.

ROI: Stands for Return on Investment, something we always strive to provide in spades for our communities. Useful buzzword to throw around if you want to sell something by making it sound like great value for money (disclaimer: use with caution. Bullshitters tend to get embarrassingly found out).

Signage: The pieces of collateral most commonly found on the showfloor, directing delegates to certain places or providing useful info. Or cocktail prices.

Slack: The super-slick messenger system we use to avoid jamming up everyone's inbox with a thousand emails a day. You'll find it to be a truly magical place where business and pleasure frequently collide. GIFs are shared, jokes are cracked, and occasionally a bit of work gets done. If you hear someone say 'just Slack it to me', you'll know what they mean.

The collective: The group name for the crowd at L.E/Miami.

The tribe: The group name for the We Are Africa community (always lowercase).

This is Beyond Awards: Our annual company awards where we all nominate our fellow Beyonders for one of four glorious trophies. And some cheeky financial/ extra holiday prizes.

Un-conference: Our totally un-corporate, mind-expanding events that work alongside the main shows and feature inspiring speakers and intimate discussions.

Our code of conduct

Your guiding lights if you're ever in doubt.

We know you're already an ethically conscious crew driven by good not greed; that you understand the impact your actions have. But we realised that as a company we wanted a few core principles to provide a lens on all of our decisions here – big and small – to ensure we always do the right thing.

It might sound cheesy, but we really do aspire to be the change we want to see in the world – and our code of conduct helps keep us on track.

We are committed to a sustainable future.

So we pledge to minimise our environmental impact across all our events.

We are committed to cultural awareness.

So we pledge to protect – not disrupt – communities and cultures.

We are committed to building diverse communities.

So we pledge to make inclusion a prized necessity – never a nice-to-have.

We are committed to going beyond ethics.

So we pledge never to put human or animal rights in jeopardy.

The (really) important stuff

And now for something completely different.

Right, there's no point denying it – the tone of this next section is going to change a bit, to say the least. There's a lot of legal HR stuff that absolutely has to be in here (we did our best to trim it), which isn't meant to intimidate, but rather inform and advise. It covers almost every eventuality and all our internal policies to make sure that every Beyonder has everything they need during their time here.

So grab a cup of tea, settle in, and prepare for one hell of a wild ride.

See you on the other side.



This is
Beyond.

Team Handbook

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Welcome to the section of the handbook containing our current policies and rules.

It has been designed to help you understand how This is Beyond is organised; what standards and procedures you are expected to follow; and what you can expect from us in return. We hope this will help our new employees feel part of the team more quickly and be a gentle reminder to us all of the right way to work here.

Everyone Is Welcome

This is Beyond is an equal opportunities employer and actively supports Human Rights, and all Equality legislation and non-discrimination practices. Our ethos is to respect and value people's differences and to help everyone achieve more at work, as well as in their personal lives, so that they feel proud of the part they play in our success. Our Grievance Procedures ensure sympathetic handling, and hopefully satisfactory resolution, for all aspects of employee concern or dissatisfaction.

We believe that all decisions about people at work should be based on the individual's abilities, skills, performance and behaviour, and our business requirements. Our policy must be strictly adhered to by all of our team. Discrimination, abuse or harassment will result in disciplinary action being taken, including dismissal for serious cases.

**From
the
Start**

References

As detailed in your contract, your employment with This is Beyond is subject to the receipt of satisfactory references, one of which should be your most recent employer (or Head Teacher for school leavers).

In the event that we receive unsatisfactory references, we may end your employment or withdraw an offer of employment.

Eligibility to Work in the UK

All current and new employees will be required to provide confirmation of their eligibility to work in the UK. This will include you providing us with your original travel document or birth certificate, plus for EU nationals needing permission to work in the UK, your EU Workers Registration Card or for Non-EU nationals, evidence of right to work in the UK from the Home Office. If you hold a valid national insurance number, please provide this as well. Employment with This is Beyond is strictly conditional upon your eligibility to work in the UK.

Medical Assessment

If we have concern for an employee's or applicant's health, we may require them to attend a Placement Assessment Medical, which is a standard medical examination, carried out by a Doctor or Occupational Health Professional appointed by the Company to ensure the employee or applicant is fit to take on the responsibilities of the role.

Employment with This is Beyond will be conditional upon a satisfactory report being received from the Doctor, and we will advise the applicant or employee based on the medical advice received and will consider what, if any, appropriate action is to be taken.

No applicant or employee with a disability will be unlawfully discriminated against.

Induction

To welcome you to our team and ensure you settle in as quickly as possible, we will always take the time to introduce you to your colleagues and explain how the business operates day-to-day.

As part of your induction, you will receive Health and Safety training and an overview of all our Company policies.

Everyone here is happy to help and answer any questions you may have relating to any aspect of your work, so please ask.

Probationary Period

Your employment is subject to the satisfactory completion of a probationary period, which is normally six months. This is the time for you to learn about your job and for us to review your progress. During this period, either you or the Company may terminate your employment by giving one week's written notice.

Your probationary period may be extended to cover any absence or holiday leave (by either party) that is taken within your probationary period and will not be deemed to have passed until received in writing.

Additionally, the probationary period may be extended for up to a further three months if we consider it appropriate to do so. In this case, the extension to your probationary period will be detailed to you, in writing, before the end of the initial six months.

The full disciplinary and grievance procedures do not apply during the probationary period.

Upon the successful completion of the probationary period, you will continue on the terms and conditions received at the commencement of employment.

Dress and Appearance

Although this is a matter of personal taste, you should ensure that your appearance and dress is appropriate for the environment in which you work and the people with whom you have contact. This may be different according to whether you are working in the Office, attending an external meeting, or if you are present at a Company Event. You should also ensure your personal hygiene is of an acceptable standard at all times.

This is Beyond encourage you to dress how you feel comfortable. The only thing we do expect is that you dress appropriately for being in a workplace. We would also insist that tops with offensive slogans are not worn to work. We are very relaxed generally; however, please note that the Company reserves the right to ask you to return home to change your appearance or attire if it is found to be inappropriate for the environment in which you are working – and, if necessary, may deal with breaches of the policy through the Disciplinary Procedure. You will either be asked to make up the time if you are asked to return home or, alternatively, the Company may deduct a payment from your salary for the working time that is lost.

Conduct

This is Beyond take pride in fostering good relationships with our clients and associated businesses. We will never tolerate rudeness, brusqueness or off-hand behaviour to our clients or our fellow colleagues. We would expect that any representative of the Company would always act in a dignified and professional manner.

If on any occasion you are not treated in this manner in return, please immediately raise it with your Line Manager.

Respect

We ask all employees to show respect for each other and for Company property. This includes the communal areas such as the Kitchen Area. You are expected to clean up after yourself and leave these communal areas as you have found them.

This also applies to Company equipment, such as laptops, keys and key fobs. As such, liquids at your desk should have a secure lid to prevent spillage. If Company property or equipment is damaged as a result of your carelessness or negligence, you will be required to repay the cost of any loss.

Flexibility

You will be provided with a Job Description containing details of your day-to-day duties; however, flexibility is essential and as a team, we need to work well together. You are required to comply with and follow any reasonable request from the Company to promote the smooth-running of the business, especially in the lead-up to and during a Company Event. This may be asking you to do different tasks, which are outside the scope of your normal work, like providing support to other functional areas of the business or taking on alternative duties at Company Events. We will not ask you to do anything that you are not capable of doing, or to undertake anything that could be considered a health and safety risk.

Breaks

All breaks will be outlined in your contract of employment.

Computer Use

Please ensure you have read our Internet, email, Data Protection and IT security policies, as we do monitor this regularly. Breaches of these policies can lead to disciplinary action. Personal use must be outside your normal working hours and subject to our rules.

HR Platform

All employee personal data is stored on the Company HR platform, People HR. For all new employees, on your first day the HR Manager will set you up and provide training on how to use the platform and you will be asked to complete the relevant sections, such as your emergency contacts and your bank account details so that we can pay you.

The Company has its own unique [URL](#) for the platform, which you should save to your favourites so that it can be easily accessed. The platform will not only contain all of your employment information, but you will also be able to use it to request leave, such as holidays. We will also use the platform to record any sickness leave that you may take.

It is your responsibility to ensure that the platform is kept up to date with not only your personal information, but with any leave that you wish to take. It is crucial that you keep your personal information up to date, especially information such as your emergency contact details.

If you renew your passport, work permits, visas etc. you need to bring the physical document into the office for the HR Manager to take a photocopy, which will be stored on the platform.

If you move home address, you should ensure that you update People HR as soon as possible. HR will inform Payroll of any change of home address who in turn will pass to HMRC.

Telephone Rules

As a business, we like to pride ourselves on great customer service and a friendly team environment; therefore, we expect that if you have access to RingCentral and a call comes through regardless if it is not for yourself, you answer it and take a message and then relay it to the appropriate person.

Personal Mobile Phones

Please leave these on silent during working hours. If you do receive or need to make a personal call using your personal mobile phone (including text messages), then we don't mind; we just ask that calls be made/received away from your desk to avoid disturbing your colleagues. We would also expect that you would not make an excessive amount of calls or texts or be frequently using your personal mobile for personal use.

Mail

We currently do not have an internal mail service and therefore use a local mail service Company in Shepherds Bush to post mail/parcels for the Company. If you need to post private letters and parcels, you must do so at your own cost and do so yourself personally. The Office Manager will not be able to post anything personal on your behalf.

Stationery

The Company will provide you with all the necessary stationery and equipment that you may need in order to perform in your job. For all stationery requirements and requests, please contact the Office Manager. The use of the Company's business stationery for private purposes is strictly prohibited.

Business Cards

Once you have passed your probation period, and on the basis that your role is customer-facing and requires the use of business cards, then we will provide you with some. The Office Manager places an order several times throughout the year; if you need them sooner than this, then please speak with the Office Manager directly.

**Pay,
Hours
of Work,
Expenses
and Benefits**

Remuneration

Your starting salary will be notified in the Terms and Conditions of Employment. Any subsequent changes will be notified to you in writing.

Pay

Your salary will be paid to you in 12 equal instalments, in arrears, on or before the 28th of each month by electronic transfer directly into your nominated bank or building society account. You will be notified on your monthly payslip of your gross and net salary and the nature and amount of any deductions. The Company reserves the right to alter the method or intervals of payment and will give you a minimum of two months' notice regarding any changes.

You will be asked to supply your bank/building society account details when you start work with us. If these details change, you should let HR know as soon as possible so your payments go through smoothly.

Although unlikely, mistakes may occur with the calculation and payment of salaries. You should always check your payslip, and, in the event of any discrepancy, raise the matter immediately with HR. If there is an underpayment, the Company will correct this by making a payment to you. In the event of making an overpayment or an incorrect deduction of tax or national insurance, you agree that a deduction/adjustment will be made to your next payment. If an overpayment is not noticed for some time, you agree that the Company will reclaim the overpayment by making deductions from your salary, possibly on a deferred payment basis and by agreement with you.

Our payroll is run by a company called RSM and they use a Epayslip Portal. The portal will host your payslips and P60's and will be uploaded to the portal each pay period.

Logging on for the first time:

You will receive an email each pay period once the payroll has

been completed. The first time you receive this you will need to follow this [link](#) to register to use the portal. The registration screen will ask you to populate certain fields to register your account, below is how to set up your account:

- At the bottom of the login screen there is a link to 'create an account'. Click this link and the registration screen will appear.
- You will need to enter the Company Code unique to our company to link to your payrolls (41_7101)
- The personnel information (email and NI Number) must match what payroll holds on their system, so please advise of any issues as it would suggest we may hold some incorrect information at our end.
- Finally, you should enter a username and password of your choosing then select 'Register'. An email will then be sent to your email address to verify successful registration.
- Once you are registered, you will only need to select the username and password you chose to login, you won't need to enter full registration details each time.
- If password is forgotten, this can be reset on the home page. If problems persist, payroll can reset directly from their payroll system.

Queries on Pay and Income Tax

Any queries regarding pay should be discussed first with the HR Manager.

The tax office for the Company is 0300 200 3300 and individual queries relating to income tax should be made there.

Deductions from Pay

All deductions required by law or authorised by you will be made from your salary and shown on your payslip.

This is Beyond reserve the right to make other deductions from your salary including, but not limited to: notice pay, holiday pay, sick pay or any other pay that may be awarded to you for any monies owed to the Company. This may include, but shall not necessarily be limited to, a failure to attend work in accordance with your contract; repayment of insurance excesses; unauthorised expenses, including personal purchases made during Events; theft; training courses; payment in lieu of notice if gross misconduct is discovered after you leave the employment of the Company; costs incurred by the Company due to lost or unreturned keys; and any negligent damage to or loss of any Company property or equipment (e.g., laptop computers and cameras owned by the Company). The rate at which any deductions are made will normally be with your agreement. In the event of termination of employment, however, all monies will become immediately payable to the Company. This is Beyond reserve the right to make a deduction from your final payment for any sums that are due at your time of leaving.

Benefits

- **20 days holiday plus bank holidays**
- **4 day working week, the company is closed on Fridays**
- **Hybrid 3 days Onsite, 1 day from home working pattern**
This is Beyond operates a Work From Home policy, the rules of which are set out on page 8.
- **Flexitime Scheme**
This is Beyond operates a flexitime scheme, the rules of which are set out in clauses below:
 1. The office is open between 8am and 6pm from Monday to Thursday.
 2. You are required to be present during your core hours from 9:30am to 4:30 pm.
 3. You must work a minimum of 7.5 hours a day, Monday to Thursday plus your a one-hour break totalling 8.5 hours each day.
 4. You must work a minimum of 30 hours a week.
 5. You are free to choose the times at which you start, and finish work each day outside the core hours, and take your break within core hours, as long as all other rules of the flexitime scheme are complied with.
 6. You are required to cooperate with other members of your team to ensure that sufficient numbers of you are working so that adequate cover is provided whenever the office is open. Failure to comply with this requirement may result in the loss of the right to participate in the flexitime scheme.
 7. You may not carry forward unworked minimum hours to the following week.
 8. You will be treated as having worked a full day on any day throughout which you are absent on account of holiday, sickness or some other authorised reason, and pro rata for parts of a day.
 9. This is Beyond reserves the right at its absolute discretion to discontinue the flexitime scheme for a particular position, to amend the terms of the flexitime scheme or to withdraw the scheme in its entirety.

- **Pension 3% by This is Beyond & 5% from employee**

- **Health Cash Plan for all employees**

We recognise the significance of preventive care and the importance of maintaining good health. To further support your well-being, the Health Cash Plan enables you to claim cashback on a range of healthcare expenses, including dental check-ups, eye care, physiotherapy sessions, and more. The plan also includes access to an Employee Assistance Program and additional services such as counselling advice line and GP appointments. By providing financial assistance for these everyday health expenses, we hope to encourage you to take proactive steps in caring for your health and well-being. This will be provided by a company called **Healthshield**. Please note that the benefit will only be available to employees who have successfully completed their probation period. Once an employee successfully passes their probation, they become eligible for this additional benefit and will be automatically enrolled onto the service by the HR team in the next available calendar month.

- **Private Medical Insurance for employees with over 2 years' service or who holds a Managerial position / Manages a function**

We understand that your health is of paramount importance. Therefore, we are pleased to offer you Private Medical Insurance coverage, which ensures prompt access to private healthcare facilities and specialists. With this benefit, you will have the option to receive faster consultations, medical treatments, and surgeries, should the need arise. Whether it's for routine check-ups or more critical medical situations, this insurance will help you receive the care you need, when you need it most. This will be provided by **Bupa**. Please note that the benefit will only be available to employees who have successfully completed their probation period. Once an employee successfully passes their probation, they become eligible for this additional benefit and will be automatically enrolled onto the service by the HR team in the next available calendar month.

- **Social events throughout the year for all employees to enjoy, including an end of year Holiday party, summer party and Company Retreat 'Assemble'.**

- **Birthday off**

If your birthday falls on a working day then we will give you a bonus day off – speak with your Line Manager as they will need to sign this off, depending on your work commitments. If your birthday falls during the week and you are working at a Company event, you are able to bank an additional lieu day that must be used within the two-week period after returning from the event.

- **Cycle to Work Scheme**

This is a great place to start if you want to get more active and less stressed while saving money and helping protect the environment. Cyclescheme is an employee benefit that saves you 25-39% on a bike and accessories. You pay nothing upfront and the payments are taken tax efficiently from your salary by the Company. If you're ready to get peddling then check out your simple next steps on the [info sheet](#). Please note that the benefit will only be available to employees who have successfully completed their probation period. Once an employee successfully passes their probation, they become eligible for this additional benefit.

- **LinkedIn Learning**

This is Beyond is committed to your professional and personal development and is now proud to offer LinkedIn Learning to every employee. We have selected LinkedIn Learning as it is an award-winning industry leader in online training, with a digital library of over 18,000 courses covering a wide range of technical, business, and creative topics.

Getting started: shortly after you start you'll receive an activation email via LinkedIn Learning. You must activate your LinkedIn Learning account using this activation email. You'll have the option to connect through your personal LinkedIn profile (recommended) or activate your account using your **This is Beyond** email. Login instructions can be found [here](#).

- **After four years of service at This is Beyond, you will have the opportunity to apply for a credit of £800 towards a personal development course**

You must be able to demonstrate how the course you would like to take will ultimately develop you personally and add value to your employment here at This is Beyond. If you have any questions or would like to find out more, you should speak with your Line Manager or the HR Manager. All personal development courses must have a final sign-off by the HR Manager before they can be booked.

- **After six years of service in the Company, employees will have the opportunity to apply for a six-week sabbatical**

We will still pay you during this time and you will still accrue annual leave. In your application for this, we will be considering what you have chosen to do during this time, and if this is considered to be meaningful – as we hope that taking some time out will benefit both yourself personally and ultimately the Company. Think more trekking up the Himalayas than daytime TV sofa-watching. You will also need to carefully consider the time of year in which you plan to take the sabbatical; we will have to prioritise the Company's needs first, especially if it clashes with Company events, which you may be expected to attend. You are able to extend the six weeks by a maximum of two more weeks only by using your personal annual leave. Longer than this will be rejected. If you have any questions or would like to find out more, you should speak with your Line Manager or the HR Manager. All sabbaticals must have a final signoff by the CEO before they can be booked.

- **The Company holds an annual awards ceremony at Assemble, which is to recognise and reward those who embody and truly represent the Company's values**

This may be through projects worked on or just day-to-day excellence. The nominees are voted for by your peers and the final winners are carefully considered and selected by the Company Directors. Winners will have the option of a cash reward, which will be paid into the following month's payroll (subject to tax deductions).

Working Hours (Working Time Regulations)

This is Beyond believe that working in the office allows for better collaboration within teams and quicker decision-making. However, we recognise that a work life balance is also important therefore we operate a Hybrid 3 days in office / 1 from home policy and the following should be adhered to:

1. We expect everyone to work at least 3 days from the office each week. These days are to be set each week.
2. We expect everyone to be present on a Monday, aside from this day, your work from home day can be agreed with your Line Manager. We understand on very rare occasions that you may need to swap a set WFH day, this must be agreed with your Line Manager in advance.
3. The only scenarios where less than 3 days present in the office will be accepted are:
 - When a genuine emergency occurs that is out of your control.
 - If you obtain a doctor's note that says you are fit to work from home but not able to come into the office.
4. If you take some annual leave in a working week, you would be expected to be present in the office for the rest of the week. (For example you take a day's leave on a Monday, you would need to be present Tuesday, Wednesday and Thursday).
5. You are entitled to an additional 5 working from home days in the calendar year from January to December on top of the 1 day you are entitled to each week. Therefore if the need arises and you need to use one of your additional work from days in a week and this is approved by your Line Manager with adequate notice, you will need to input this into People HR to be approved.
6. If you feel too unwell to come to work then this will be deemed a sick day. You should not Work from Home because you are too unwell to come into the office nor are you able to swap a sick day for a work from home day.
7. A clear scope of what work will be covered should be agreed with your Line Manager. Your line manager should be satisfied that the needs of the business can continue to be met while

you work from home. If they cannot then you may be asked to come into the office.

8. This is Beyond reserves the right at its absolute discretion to discontinue the work from home policy for a particular position, to amend the terms of the policy or to withdraw the policy in its entirety.
9. When working from home, employees are responsible for:
 - Working with the same working hours, as defined in your contract of employment.
 - Taking rest breaks, as defined in your contract of employment.
 - All of the same health and safety rules as if you were in the office.
 - Ensuring you have all the equipment you need to enable you to work from home (i.e., a laptop, internet connection etc.)

4-Day Workweek

At This is Beyond we believe in redefining the traditional workweek to empower our employees and boost productivity. We have in place a 4-day workweek policy, designed to bring forth a new era of efficiency and work-life balance.

Our commitment to a 4-day workweek isn't just about working fewer hours; it's about working smarter. We expect our dedicated team members to harness their focus, streamline processes, and maximise their productivity during these four days. By doing so, we aim to create a work environment that not only values your time but also supercharges your output.

With this new approach, we challenge ourselves to accomplish more in less time, encourage creative thinking, and foster a culture of high-performance. Our expectation is clear: seize the opportunity of a 4-day workweek to excel, meet your goals, and contribute to our collective success.

By embracing this forward-thinking model, we are committed to achieving our business objectives while ensuring you have an extra day to rejuvenate, pursue your passions, and spend quality time with loved ones. It's a win-win scenario that embodies our dedication to both your professional and personal well-being.

Pension

This is Beyond operate a Qualifying Workplace Pension Scheme, and will make contributions based on the Scheme rules and your qualifying salary in accordance with the current minimum requirements. You are also required to make a contribution in accordance with the Scheme rules. For eligible and/or participating employees, the Company will contribute 3% of your basic salary and you will contribute 5%.

After three months of continuous service, provided you meet the qualifying criteria, you will be automatically enrolled into the Company pension scheme, which is with **NEST**. Once enrolled, you can choose to opt out if you have a private pension which you would like the Company to pay into. If so, you will have to contact NEST directly within the six-week period to opt out. If you opt out within the six-week time period, any money taken from your salary for the NEST pension will be returned to you.

If you have any further questions on the Company workplace pension scheme, speak with HR.

TIB Business Trip Travel Request

If you plan to take a business trip that has been agreed with your Line Manager then you must complete **this** Business Trip Travel Request Form before going on the trip. This form aims to gather valuable data to help us make informed decisions and optimise our business travel activities. Business trips are crucial for expanding our network, attending events, and nurturing client relationships. To ensure we are making the most of these trips, it is essential to capture relevant information and evaluate their effectiveness. The tool will strengthen our travel management

process, improve our business trip outcomes, and foster a culture of accountability and data-driven decision-making. The tool will assist us in achieving this goal by implementing a standardised process for collecting trip-related data.

The form must be completed for every business trip that you wish to take excluding attending a show event as a core team member who has been asked to attend and who has a role at the event. For example if you are a core Sales person working on LE Miami which is the show you work on you do not need to complete this form. If your main role is working on the LE Miami sales team but you attend PURE for business purposes to meet with potential clients you would need to complete this form.

- **The form is in two parts. The first part in green must be completed before the trip takes place. The second part in yellow must be completed on your return.**
- **Once completed and signed digitally by appropriate person/s and sent to Sabrina + budget holders directly no later than one month after the business trip has taken place. Please put a reminder in your calendar once a business trip is booked to remind yourself to send this.**
- **You should ensure you have sign off from the relevant people which could include your Line Manager, the Event Manager/ Budget Holder and if applicable other Event Manager(s) if you work on multiple events. For example you may work in the Operations team and you work on two events, your line manager is the Head of Operations who must sign off on your trip, you are doing an Ops site visit trip for PURE Life Experiences so you would obtain the Event Manager/Budget Holder's sign off but as you also work on Further East you would require the Event Manager's signature to ensure they are happy with you travelling over that period.**
- **If multiple people are travelling on the same business trip please complete one form for each person travelling.**
- **You are expected to complete the form fully ensuring that none of the sections are left blank and that enough detail is**

provided. I.e in the 'Estimated Total Budget' section you need to list an estimated budget for each anticipated expense (accommodation, F&B, travel, entertaining etc.)

- **As this form is Google doc. Please ensure you download it, complete it and send it to your Line Manager/Department Head for signature.**

Travel & Business Expense Reporting Policy

All spending must be pre-authorised by your Line Manager and the Event Manager/Director whose budget the trip will fall under.

The cash card should be used for all company expenses you incur including accommodation, meal costs, travel, entertaining business clients and all other reasonable out-of-pocket expenses.

You should ensure you read the following process correctly before using Pleo:

1. **PLEO PROFILE/CARD:** If you require the use of a Pleo card for a business trip (and have not yet used it), please contact the Finance team who will send you a link so that you can create a profile on Pleo. Finance will hold all the cash cards and will issue you with one upon request. You are required to give them a minimum of 3 days notice before travelling so they can issue you with a card.
2. **APP:** Once you have created a profile, download the App and log in. Once you have your card you will need to pair it via the App, you'll need to use your passcode that you chose when you created your profile. Do not forget this passcode. Please ensure you are completely comfortable with how to use the App and the process **before** you leave for a trip.
3. **APP PIN:** To see your card's pin, you can do this on the App but you will need your passcode to view it. You can also change the pin at a cashpoint if you want.
4. **LOST CARD:** If you ever misplace your card or its stolen then it is your responsibility to freeze the card via the App. Failure to do so without a reasonable reason, may result in disciplinary action.

5. **EXPENSE POLICY:** You should ensure to read and follow the below company travel policy. Pleo expense cards should only strictly be used for expenses incurred whilst travelling on business and not used for personal use. When submitting an expense for a hotel stay bill, charges for meals and other costs should be separately stated in the notes part of Pleo. Meals and entertainment charges must include the names of people entertained, affiliation and purpose. No alcoholic beverages from the minibar will be reimbursed.
 6. **BUDGET:** At least 3 days before you travel you should calculate a rough estimate of how much money you will require for your trip divided by travel, food, entertainment etc. (consider also if the hotel holds an amount for incidentals). The budget holder should approve the budget and the email with the approval should be forwarded to **Finance** who will ensure your Pleo is loaded with enough money before you travel.
 7. **TRANSACTIONS:** For each transaction you make on Pleo you must input the information required and take a photo of the receipt on the day the transaction is made whilst you are travelling (leaving it to once you return to the office will not be accepted). If this reoccurs 3 times or more, we reserve the right to withhold the amounts from your salary and freeze your Pleo card for 3 months. **Important:** you must retain all physical receipts which you will need to submit on your return. If a VAT receipt is not obtained, the Company may only be able to refund the amount net of VAT.
 8. You must take care to complete each transaction with the following:
 - **CATEGORY:** choose the correct category and sub-category i.e. Entertainment > Client Entertaining. It is vital that both category and sub-category are selected or it will not be coded.
 - **EVENTS:** choose the correct event/budget under which the cost will be assigned to i.e. L.E/Miami 2020.
 - **NOTE:** add in full notes with as much information as possible covering what cost is for, why and who it is for i.e. Business lunch with John Smith from Design Hotels to review L.E/ Miami contract, Zahava and Angelo attending from the L.E/Miami team.
 - **RECEIPTS:** both itemised and credit card receipts should be submitted. You must take clear photos of all receipts. All receipts should be uploaded immediately – including on-line receipts. Do not lose your receipts - keep hold of all original copies as these will need to be handed to Finance on your return.
 9. **VIRTUAL CARD:** the virtual Pleo card found on the App is not applicable so please ignore.
 10. **UBER:** for travel expenses such as UBER which do not accept a physical card when paying, you are able to add the card as a form of payment. In your UBER settings, under 'Payment', select 'Add Payment Method', 'Credit or Debit Card', add in your Pleo card details. Create a 'Business' profile and add the Pleo card as the 'Default payment' option, along with your work email under 'Email receipts'. You must upload the receipt you receive by email to Pleo as soon as you take the trip. **Important to note:** If you accidentally use Pleo for a personal trip, go into the trip on the app and select 'switch payment method' back to your personal card. You must do this immediately as this feature is not available for long. If you are found to be using UBER persistently for personal trips, with no reasonable explanation, this will be treated as a disciplinary matter.
 11. **CASH:** Cash cannot be withdrawn from Pleo, if cash is needed during your business trip you should withdraw your own personal cash, ensuring you retain a receipt which shows the exchange rate. For expenses where receipts are not available i.e. local taxi's in Marrakech. You should ensure you make a list of all trips, who was present, the date and cost and all of these should be individually listed on your expense form. On your return to the office, you should complete an expense form (found on the server in the HR & IT folder), have your Line Manager and Budget Holder sign the expense form and then hand to Finance by the last working day of the month. Approved expenses will be paid no later than the 8th day of the following month.
 12. **INCIDENTALS:** You can use the Pleo to hold incidental amounts with the hotel that you are staying in for business.
 13. **REPORT:** Finance will send you a report on the 3rd day of the month (i.e. if you travel in November on a business trip, you will receive your November report on the 3rd of December). You should print this off, attach the physical receipts to it, have both your Line Manager and Budget Holder sign and then hand to finance within 5 working days and no later. If you happen to travel over two months i.e. 26th November to 3rd December you will receive a report for each month i.e. one for November on the 3rd of December and one for December on the 3rd of January. This is done in line with the company monthly P&L. The Company reserves the right to deduct expenses claims that are not submitted within the required time from your salary unless there are mitigating factors.
- All Pleo or cash claims must be supported by proper receipts or invoices. This is Beyond assumes no obligation to reimburse employees for expenses that are not in compliance with this policy and employees who do not comply with this policy may be subject to delay or withholding of reimbursement and/or disciplinary action.
- Whilst this policy does contain expense limits, we challenge all employees to use professional judgment when incurring expenses on behalf of the Company. In some isolated cases, business-related expenses might need to be reviewed on a case-by-case basis; however, this primarily applies if the expense is not covered in this policy.
- If you have an issue with your Pleo whilst travelling you must try take reasonable steps to resolve this with Pleo directly or get hold of Finance in the office to offer you support so that you can use Pleo. If you are not able to use Pleo for a reason which is out of your control then you will be allowed to use your personal card or cash and you will be re-imbursed accordingly. You should not use your personal card unless there is no other option. If this is the case the following will apply:

- All expense claims must be submitted to the Finance team by the end of each business month. Approved expense claims will be paid by the eighth day of the following month by bank transfer to your nominated account of choice. The Company reserves the right not to pay expenses claims that are not submitted within the business month unless there are mitigating factors.
- The expense forms template can be found on the server in Data 1 in the HR folder.
- All receipts must be affixed to a piece of paper and numbered in the order in which they are listed on the expense form. These should then be attached to the completed expense form.
- Proof of exchange rate used must be attached along with receipts (either via a bank statement - not disclosing any sensitive information or cash withdrawal receipt showing exchange rate).
- Original itemised receipts are required for all expenses. Credit card slips alone should not be submitted and will not be accepted.
- When a receipt is not available, you must provide a clear explanation as to why it is not available still clearly stating what the expense was for (for example taking a local taxi in Marrakech; you must state on your expense form who was travelling, where from/to, date and cost and then list each individual transaction separately). Please note that when a receipt is not available in some cases it may not be reimbursable.

Approval Process

- No overseas travel on Company business may be undertaken without the prior approval of your Line Manager and the Event Manager/Director whose budget the trip will fall under.
- The employee's Line Manager and/or the Event Manager/Director whose budget the expense falls under must approve all expense forms submitted. No employee is authorised to approve his/her own, a peer's, or a Manager's travel expense report.

- All expense reports that are incorrect, incomplete or include disorganised receipts will be returned to the approver for completion and may result in a deduction from your salary for the total expense amount.

Cash Advance

The Company may consider cash advances for employees on a case-by-case basis.

Booking Air Travel

Air travel reservations should be made in such a manner as to secure the best available fare. In the first instance you should contact our approved Travel Agent: Infinity Travel. The contact details for the agent are:

<http://www.infinitytravel.co.uk/ThisIsBeyond@infinitytravel.co.uk>
+44 (0)20 7332 6970

Once you have received a quote, it is best practice to compare this with what you can find online. If you find a lower fare, you should contact the Travel Agent and ask them to match the price.

1. You should send an email to Infinity at the dedicated email address above to put a request in for a quote for business travel (include dates and destination).
2. If you wish to extend or add on a personal holiday and this has been approved by your Line Manager and the Event Manager whose budget you are travelling under, you must include this as an additional request noted as such (include dates and destination/s).
3. Infinity will then quote fares for point(s) 1 (and 2 if applicable) above.
4. Once you have received the quote you should then loop the budget holder in to approve the cost of the business travel fare.
5. Budget holder should respond in writing on the chain of emails

to approve and once this is received, Infinity will book the flight and will email you the confirmation. The Invoice will be emailed to the Manager directly (the budget holder).

6. If you have chosen to extend your trip for a personal holiday, any fare difference over and above the cost of the business travel must be paid by yourself directly to Infinity at time of booking. We will not be able to cover the cost of your personal travel.
7. The budget holder will sign, code and submit the invoice to This is Beyond Finance for payment.
8. Finance will then process the payment.

When a trip is cancelled after the ticket has been issued, the traveller should inquire about using the same ticket for future travel. Employees should reuse airline tickets if:

- a) They are travelling on the same route
- b) Airfare eligibility requirements (verified with travel agent) are met

Extra Legroom Seats on Flights

This policy outlines the procedure for booking extra legroom seats on flights that meet the criteria for such accommodations. This policy is designed to promote fairness and efficiency while recognising the needs of our employees.

Eligibility:

- a. Extra legroom seats may be booked for business travel if the flight meets the following criteria:
 - **The flight duration must be a minimum of 8 + hours.**
 - **The employee must be travelling on official company business.**
- b. The availability of extra legroom seats is subject to the airline's seat configuration, and not all flights may offer these accommodations.

Booking Procedure:

- a. Booking extra legroom seats is on a first-come, first-served basis.
- b. Employees who feel they would benefit from having extra legroom on eligible flights should follow the steps below:
 - **When booking your flight through the company's designated travel agency, you should indicate your preference for extra legroom seats.**
 - **The travel agency will make a reasonable effort to book extra legroom seats based on availability.**
 - **The additional cost for booking extra legroom seats will be charged to the company's travel account.**
- c. If extra legroom seats are not available at the time of booking, employees may request to be placed on a waitlist. If seats become available, the travel agency will make the necessary arrangements.

Cost Considerations:

- a. As there is a limit on extra legroom seats on most airlines, if a big group is travelling on business on the same flight there will be a limit on how many of these seats can be booked. In these circumstances employees are encouraged to consider the necessity of extra legroom seats in relation to the purpose and duration of the trip to allow those who may need it to book the seats.

Reimbursement and Documentation:

- a. The cost of extra legroom seats should be covered by the company when booking flights via our nominated travel agency. In the unlikely event that the Employee must book and pay for extra legroom seats personally they must provide a valid receipt for any additional costs associated with booking extra legroom seats. This receipt should be submitted as part of their expense report for the business trip.

Compliance:

- a. All employees are expected to comply with this policy when booking extra legroom seats for business travel.

Review and Amendments:

- a. This policy will be reviewed periodically to ensure its effectiveness and relevance. Any necessary amendments will be made as circumstances warrant.
- By adhering to this policy, we aim to provide our employees with the comfort they need during long-haul business trips, while also ensuring responsible use of company resources.

Missing a Flight

In the event that you miss a flight you must let your Line Manager and the travel agent know as soon as possible and discuss what is the most feasible solution. You will need to provide your Line Manager with a full explanation on why the flight was missed.

In most cases, the agent will be able to help with rebooking a flight. However, if you cannot contact the agent then you must speak with the airline directly to make a new booking. You can then expense any additional charges, on the basis that your flight was missed due to unforeseen and unavoidable circumstances. You may be liable for any fees incurred/the cost of booking of a new ticket if you are found to have been at fault for missing the flight due to negligence or poor planning on your part.

Please note that Infinity Travel's phones automatically redirect to an out-of-hours team for emergencies from 6pm to 9.30am UK time. Alternatively, you can call +44 203 837 1970 to reach them directly. The agent should only be called out of hours in an emergency for any travel within 72 hours from the time of calling. If you call about a flight that is more than 72 hours away or about something that is not deemed an emergency (such as online check in), there will be an out-of-hours fee of £31 + VAT each time you call. This is Beyond reserves the right to charge this back to you if we feel you have neglected the policy and made an unnecessary phone call.

Airport and Train Station Parking

When parking at an airport or train station is part of business

travel, it is expected that employees will utilise the most economical option, which is usually the long-term parking lots. Short-term parking fees will not be reimbursed if this is deemed to be the most expensive option.

Airport Transfers

Employees should use the least expensive form of travel to go to the airport, whilst ensuring that their safety is key and should never be compromised. If more than one employee is travelling, employees should use their best endeavour (if practical) to travel together. Please note that only known or licensed minicab companies should be used. If it is deemed to be practical, use of public transport is expected for getting to the airport. If you are required to travel very early in the morning or late at night and alone we would encourage to use taxis, not public transport.

Frequent Flyer

In accordance with HM Treasury rules, any 'frequent flyer' benefits accrued while travelling on Company business may not be used by employees for any subsequent private travel arrangements, but may be used for Company business.

Car Rental

Employees may hire a car to get to their destination when driving is more cost-effective than airline or rail travel. Employees may hire a car at their destination when it is less expensive than other transportation modes, such as taxis or airport shuttles, or when entertaining customers. Whenever multiple employees are travelling together, every effort to share rides must be made.

Employees must reserve a car in the compact/standard/economy rental car category. When picking up a hire car, check with the rental car agent for any promotional rates, last-minutes specials or free upgrades. At the time of hire, inspect the car and be sure that any damage found is noted on the contract before the vehicle is accepted. When plans change, employees are responsible for cancelling their own hire car reservations.

Employees may book a car hire class of service one level higher when:

- The traveller can be upgraded at no extra cost
- Two or more Company employees are travelling together
- Entertaining customers
- Cars in the authorised category are not available
- Transporting excess baggage

Travellers should accept all insurances offered. Additionally, whenever possible, the pre-paid petrol option should always be declined.

Rental cars must be returned as follows:

- To the original rental city unless approved for a one-way rental
- Intact (i.e. no bumps, scratches, or mechanical failures)
- On time, to avoid additional hourly charges
- With a full tank of petrol

Should a hire car accident occur, you should immediately contact the rental car company, local authorities (as required) and your Line Manager.

Petrol for use in rental cars is reimbursable with proper documentation.

Mobile Phone Use While Driving

Use of a mobile phone whilst driving is never recommended in any situation and employees are expected to refrain from using their phone while driving. Employees are strongly encouraged to pull over to the side of the road and safely stop the vehicle before placing or accepting a call. This is Beyond strictly prohibit employees from using a mobile phone without a hands-free device while driving.

Business Use of Personal Vehicle

Employees may use their personal vehicle for business purposes if it is less expensive than renting a car, taking a taxi, or using

alternate transportation. Personal vehicles may also be used when transporting Company goods for delivery or entertaining clients.

It is the personal responsibility of the vehicle owner to carry adequate insurance coverage for their protection and for the protection of any passengers. Mileage is reimbursed at a rate defined in the table below.

This mileage allowance is in lieu of actual expenses for petrol, oil, repairs, tags, insurance and depreciation. Therefore, actual expenses for those items will not be reimbursed when your personal vehicle is used for business.

To be reimbursed for the use of your personal vehicle for business, employees must list on the expense report:

- Date and purpose of the trip
- Locations travelled to and from
- Mileage

Any employee using their own vehicle whilst on Company business should ensure that the vehicle is properly insured for business travel and otherwise complies with all legal requirements (e.g., is properly taxed and MOTd). Insurance for business travel can usually be included in standard insurance policies free of charge or at minimal extra cost. The mileage rate reimbursed by the Company is deemed to include any additional cost of the insurance cover for business travel, as well as a contribution to cover wear and tear on the vehicle as a result of the business mileage. No additional claim to the Company may be made in respect of these, or similar items. Under no circumstances will the Company be held responsible for any costs relating to repairs of a vehicle that has been damaged while on Company business, unless the damage is caused by the negligence of the Company. This includes no responsibility for any excess payments not covered by the employee’s insurance policy or any consequential loss of no claim bonuses.

Taxis

Travel by taxi can be expensive but, on occasion, can be practical and cost-effective. Examples of when a taxi journey might be justified include:

- When no public transport is available and the time of travel is extremely early in the morning or very late at night
- When heavy luggage has to be carried
- When it is important to save time

Lodging/Hotel

Hotel selections should be safe, comfortable and within the allocated budget - reservations should be made in such a manner as to secure the best available rate.

In case of cancellation:

- Employees are responsible for cancelling their own reservations
- Employees will be held responsible and will not be reimbursed for “no-show” charges unless there is sufficient proof that the billing is an error, or circumstances were beyond the traveller’s control
- Employees should request and record the cancellation number in case of billing disputes
- Employees should note that cancellation deadlines are based on the local time of the property

If staying in a hotel on business that the company has paid for (sales trips, attending events etc.) you will not be allowed to have any relatives, partners, friends stay with you unless expressly agreed with the CEO.

Adapters will be available to borrow for trips from the office manager. You will be asked to sign it out and if it is not returned (and there is no reasonable explanation why) you will be charged for this and the amount will be deducted from your salary.

Incidental and Other Expenses

An incidental expenses allowance at the rate set out in the table below will be payable to cover small items of personal expenditure that may be incurred when the employee stays away overnight on Company business. This allowance is set at a flat rate and receipts are required.

The incidental expenses allowance is deemed to cover such items as phone calls home, non-alcoholic drinks, laundry costs etc.

No separate expense claim should be submitted for items of this nature.

Business Meals Taken With Other Employees

- Employees will be reimbursed for business-related meals taken with other employees only in the following circumstances:
 - When a client is present
 - When, for confidentiality reasons, business must be conducted off Company premises
 - During show times and business trips

The following documentation is required, and must be recorded on the expense report:

- Names of individuals present, their titles and Company name
- Name and location of where the meal or event took place
- Exact amount and date of the expense

Please note that employees will not be reimbursed for entertaining other employees unless there is a direct reporting relationship between them and a specific reason for the meeting to take place. In these instances, any expense likely to be incurred must be pre-approved by a Line Manager.

Confidential meetings should take place where possible in a private meeting room within the office, or ideally where costs are not incurred.

Reimbursement of Travel Costs

Transportation

Public transport mileage rate – own car

	All engine sizes
Applicable where own car is used but public transport would be more cost-effective or business efficient	24p

Mileage rates – own car

	All engine sizes
Car: on the first 10,000 miles in the tax year	45p
Car: on each additional mile over 10,000 miles in the tax year	25p
Passenger allowance for each passenger	5p
Motor cycles	24p

Air/Rail tickets

Air fare	Economy
Rail ticket	Economy / Standard

(not including attending Company Events)

Overnight absence – within the UK

Expense	Amount £ pppd*
Bed and breakfast (first 30 nights outside M25)	£80.00
Bed and breakfast (first 30 nights inside M25)	£100.00
Breakfast allowance (unless included in the price of the room)	£8.00
Lunch allowance	£12.00
Evening meal allowance	£18.00
Overnight incidental expenses allowance	£5.00

*pppd: per person per day

Overnight absence – overseas

Expense	Amount £ pppd* (actual receipted expenditure up to the rate of, unless otherwise indicated)
Hotel allowance	£100.00
Breakfast allowance (unless included in the price of the room)	£10.00
Lunch allowance	£15.00
Evening meal allowance	£25.00
Overnight incidental expenses allowance	£8.00

*pppd: per person per day

Entertainment

Expense	Amount £
Client Entertainment	Subject for CEO approval above £150.00

Lodging & Meals – Attending Company Events

Please note that the amounts differ for each event, due to the location where each event is held and that the cost of living varies. We have carefully considered what should be sufficient for meals in each location.

We Are Africa

Expense	Amount £ pppd* (actual receipted expenditure up to the rate of, unless otherwise indicated)
Breakfast allowance (unless included in the price of the room)	£10.00
Lunch allowance	£15.00
Evening meal allowance	£25.00
Overnight incidental expenses allowance	£8.00

L.E/ Miami & We Are Africa North America

Expense	Amount £ pppd* (actual receipted expenditure up to the rate of, unless otherwise indicated)
Breakfast allowance (unless included in the price of the room)	£15.00 / \$20
Lunch allowance	£20 / \$25
Evening meal allowance	£30 / \$40
Overnight incidental expenses allowance	£8.00 / \$10

PURE

Expense	Amount £ pppd* (actual receipted expenditure up to the rate of, unless otherwise indicated)
Breakfast allowance (unless included in the price of the room)	£15.00
Lunch allowance	£20.00
Evening meal allowance	£30.00
Overnight incidental expenses allowance	£8.00

Further East

Expense	Amount £ pppd* (actual receipted expenditure up to the rate of, unless otherwise indicated)
Breakfast allowance (unless included in the price of the room)	£15.00 / c. 300,270 IDR / \$19
Lunch allowance	£20.00 / c.400,350 IDR / \$26
Evening meal allowance	£30.00 / c. 600,530 IDR / \$40
Overnight incidental expenses allowance	£8.00 / c. 160,140 IDR / \$10

Weekend and Late-Night Meals

If a manager approves working late into the evening or on weekends, employees can be reimbursed for meal receipts, dinner up to £15 and lunch up to £10. Employees must submit actual receipts for reimbursement on the expense report.

Telephone Expenses / Business Phone calls:

Employees will be reimbursed for phone calls when using their personal mobile telephone or home phone for business-related phone calls that are reasonable and necessary for conducting business when:

- A Company phone is not available to use
- Internet is not available
- Skype is not available

The following must be provided:

- An original copy of the itemised bill attached to the expense report form

However, in all cases, employees are responsible for securing and utilising the most reasonable long-distance calling option available and should try to use this option for both business and personal phone calls, such telecommunication ways such as Skype, WhatsApp, etc., to minimise the costs to the Company.

Hotel Telephone Usage

When staying at a hotel, employees should find out the property's local and long-distance phone rates. Employees should avoid making phone calls that have an added surcharge. To avoid substantial charges added by hotels to telephone bills, employees can:

- Use a charge/credit card, calling card, public phone or call collect whenever possible
- Use Skype, WhatsApp etc. whenever possible

Internet

Connection to the internet is agreeable at the rate provided by the hotel, but employees will need to use their best endeavours to always secure the best possible rate on offer if applicable. Data roaming should be switched off and remain off while abroad. Staff are unable to claim back any data roaming charges unless it is deemed necessary in an emergency to use data roaming as there was no other option at the time or if it has been expressly agreed with your Line Manager that this was necessary.

Alcoholic Beverages

In the event that an employee chooses to consume alcoholic beverages in connection with a business function, the Company expects that employees will act responsibly and avoid excess. If an employee has any concerns that he/she is not capable of safely driving after such events, the Company will reimburse the cost of alternative transportation to ensure that the employee does not place themselves or others in danger. An employee who is arrested and convicted for driving under the influence while in the performance of Company business, or when returning from a business function, is subject to disciplinary action up to and including termination.

Entertainment Expenses: Entertaining Customers

Entertainment expenses include events such as lunch, dinners, drinks, nightclubs, theatre and sporting events, whereby a business discussion takes place during, immediately before, or immediately after the event.

Approval for reimbursement of entertainment expenses can only be granted by department heads and will only be granted if:

- The person entertained has a potential or actual business relationship with the employee
- Expenditure directly precedes, includes or follows a business discussion that would directly benefit the Company

Miscellaneous Expenses

The Miscellaneous column is designated for expenses that do not fit into the previous categories, yet are directly business-related and therefore reimbursable. Only the following items can be considered as reimbursable business expenses:

- Office services (i.e., faxes, copies, overnight delivery/postage)
- Currency conversion fees
- Business gifts of reasonable value with prior management approval
- Laundry/dry cleaning/suit pressing for trips exceeding five days
- Seminar fees/training classes with prior approval
- Subscriptions with prior approval

Be sure to note that the following items are NOT reimbursable under this policy:

- Airline club/country club membership dues
- Spa treatments or video film hire
- Parking tickets or other fines
- Delinquency fees/finance charges for personal credit cards
- Excess baggage charges (unless pre-approved)
- Expenses for travel incurred by companions/family members
- Expenses related to holiday or personal days while on a business trip
- Loss/theft of personal funds or property/lost baggage
- Avoidable “no-show” charges for hotel or car service
- Non-compulsory insurance coverage
- Rental car upgrades
- Repairs due to accidents
- Excessive mini-bar charges
- Alcoholic beverages taken outside meals and consumed for recreational purpose
- Data roaming (unless it is used in the case of an emergency and no other option was available at the time, or it has been explicitly approved by your Line Manager)

- If a business trip has been extended for personal reasons and a flight is missed in this time and any costs for personal guests if you are extending a trip
- Costs for items already made available by the company (such as stationery)

Never assume that an item will be covered under the ‘Miscellaneous’ category. Be sure to check with your manager if an item you need is not outlined specifically in this policy.

Combining Business and Personal Travel

This is Beyond staff members may be permitted to include non-business travel as part of a business trip. If you are wishing to extend a trip, this should be pre-approved with your Line Manager using the normal holiday booking process. You will be responsible for the additional cost of the travel incurred as a result of including the non-business travel. You may not downgrade from one class of travel in order to fly with a family member or other non-staff and have their guest’s flight cost covered by the company.

Travel Insurance

The Company takes out adequate insurance for all its employees who travel for business. Should a situation arise whilst you are travelling, which would require us to contact our Insurance company, the first thing you should do is contact your Line Manager and HR Manager to let them know what has occurred. The Office Manager will be the person responsible for contacting our Insurance Company to put in a claim if this is what is needed. In the event of an emergency however, where a doctor may be needed for example, you should let the Office Manager know and then contact the Insurers yourself - details of our policy and who to contact can be found on the server in Data 1 / HR &IT / TRAVEL. Employees should ensure they save the travel insurance emergency contact details before each trip in the event that they may need it.

Visas/Passports

Staff members are responsible for ensuring that their passports are valid for their trip, noting that many countries require a minimum validity of six months remaining on the passport.

The company is not responsible for and will not cover the cost of renewing passports. Where business visas are required, the employee is responsible for researching if required and arranging adequate visas, however the company will cover the cost of obtaining the visa. Where regular travel to one location is anticipated, staff should consider whether a multiple entry visa would be more cost-effective.

Emergencies

In emergencies, the normal travel policies are waived as it is accepted that, in extreme circumstances, staff may need to travel in whatever manner is possible. Extreme circumstances may include, but not be limited to, severe environmental difficulties, war and civil disruption, acts of terrorism or any incident that has the potential to affect the safety or well-being of a member of staff. In these instances, staff members are expected to make reasonable arrangements to return home as quickly as possible whilst acting with integrity. If the situation allows, staff should request manager permission or, for personal matters, permission from HR Manager. However, it is recognised that circumstances may not allow for permission to be sought.

Health and Safety While Travelling

If travelling on company business to locations where vaccinations are highly recommended, the company may cover the cost of the vaccinations. This is at the discretion of the CEO and should be discussed in the first instance with your Line Manager.

Traveller Safety and Security

This is Beyond takes the security and well-being of its employees very seriously. Employees should make accommodation and meeting/travel arrangements with their safety and well-being foremost in their minds. Up-to-date travel security should be sought out from the [FCO](#).

Lieu Day Policy

If your business trip requires travel over the weekend or a Bank Holiday, then this must be signed off by your Line Manager and the

Event Manager/ Director whose budget the trip falls under prior to any travel or hotel bookings being made. If you are expected to work or travel to your destination over a weekend , then you will be given Sunday back as a lieu day. If you are expected to be travelling or working over a Bank Holiday you will receive a lieu day back.

Lieu days can only be logged in People HR by Line Managers one week before the travel takes place. Lieu days can be banked to use at a later date if you wish; however, they must be used within the calendar year as they cannot be carried over. Please note that a ‘work day’ over a weekend or Bank Holiday only constitutes a full day of attending business meetings, working on-site at one of our events or travelling for the majority of the day to your destination (because you need to arrive in time to start meetings at the start of the working week). If you choose to spend the weekend in the destination and are not required to be working on the Monday, neither the Saturday nor Sunday will be considered for a day in lieu.

Recording Business Trips

All business trips must be recorded in the Company HR platform in ‘Other’ events choosing either ‘Business Trip’ or ‘Business Trip with Lieu Day’ (you select the latter if you do accrue a lieu day during trip) and should include the following:

- **Destination**
- **Reason for the trip (i.e. attending a Company event or sales trip to meet with prospective and current clients etc.)**
- **Dates and flight times (even if you are choosing to extend for personal time).**
- **If a lieu day is accrued include the date it will be accrued over.**

If these details are missing, you will be asked by your Line Manager to re-submit. If your trip accrues a lieu day and you have correctly recorded it, once your Line Manager has approved the trip, they will then add the lieu day(s) to the platform one week before the trip is due to take place. It is the employee’s responsibility to follow up with their Line Manager to ask them to add all lieu days as is necessary.

Flexible Working Policy

Employees who have more than 26 weeks' worth of continuous service have the right to make a formal flexible working request.

Eligible employees can request:

- A change in hours, i.e., working less than normal hours and or fewer days
- A change to the times when they are required to work
- A change to the place of work i.e. to work from home
- A different pattern of work
- Job-sharing

To make an application, you must submit a written request setting out the change to the working conditions you want, when this change would be effective from, and how you believe it could work. An accepted application will mean a permanent change to your contract of employment.

Your Line Manager will hold a meeting with you and complete the process, including any appeal, within three months of your request, unless you both agree to extend this period. You are entitled to be accompanied at the meeting by a work colleague.

At this meeting a practical business assessment of how the proposed arrangement can work will be undertaken. The changes you have proposed, the effect of the proposed changes and any possible alternative work patterns that might suit both parties will be discussed.

The Company will properly consider the request and will make a practical business assessment on whether, and if so how, the flexible working request could be accommodated.

Following the meeting and consideration, your Line Manager will write to you to either:

- Accepting the request, setting out any action on which

- agreement is dependent and establishing a start date
- Or rejecting the request, explaining the business reasons surrounding this and setting out the appeals procedures

If your request is accepted, you will receive either a new contract of employment or a contract amendment detailing the new working pattern.

If the request is refused, it will be for a business reason.

Such reasons could be:

- The burden of additional costs
- Detrimental effect on ability to meet customer demand
- Inability to re-organise work among existing staff
- Inability to recruit additional staff
- Detrimental impact on quality and/or performance
- Lack of work during the period when the employee proposes to work
- Planned structural or workforce changes

Following any refusal, you may appeal in writing against the decision setting out the reasons for the appeal. Your appeal letter should be sent within five working days.

Should you appeal you will be invited to an appeal hearing. At the appeal meeting, you will have the right to be accompanied by a work colleague.

Following the appeal meeting an outcome will be given in writing. Each request for flexible working will be dealt with individually, taking into account the likely effects the changes will have on the Company, the work of the department in which the employee making the request is employed, and the employee's colleagues. This means that if the Company agrees to one employee's request, this does not set a precedent or create a right for another employee to be granted the same or a similar change to their work pattern.

Repeated Requests

Further to submitting your request, regardless of whether your request was agreed or refused, you must wait for 12 months before making a new request.

Recruitment, Training and Development

Recruitment

This is Beyond will advertise all vacant positions internally, as well as externally where appropriate. The recruitment method will be detailed in the advert and internal applicants should inform their Line Manager of their intention to apply.

Candidates will be screened, and the interviewing processes will be conducted fairly, objectively and without unlawful bias. Person and job specifications will be limited to those requirements necessary for the effective performance of the position concerned.

This is Beyond is committed to supporting diversity within our industry and also our company. Shortlisted candidates will meet with at least two members of the Diversity & Inclusion Committee as part of the interview process. This will usually take place during the second or final stage interviews.

Reward for Introductions

Where an employee introduces a candidate, who is subsequently employed and successfully passes their probationary period, a reward of £500 net will be paid on the next pay date once the employee in question has received a letter to confirm that their probation has passed. This is subject to the below conditions being met:

- This bonus will not be paid if the candidate has applied by any other means
- This bonus will not be paid to a Line Manager or Director who has a direct influence in the selection of the candidate
- If you have left the Company or tender your resignation prior to the introduced employee successfully passing their probation, then the reward will not be paid to you

Remuneration

All salary and remuneration packages will be governed by an individual's ability to do their job and their experience.

Promotion

Promotion may arise from the recognition that an individual has reached a point of being able to take on additional responsibilities or from vacancies resulting from the departure of another employee. The assessment of an individual's potential for promotion involves consideration of many aspects of both current performance and future capabilities. Length of service on its own does not lead to promotion; the only consideration is the person's ability to fulfil the role in question.

Disability

The requirements of candidates and employees who have a disability (as defined under the relevant legislation) will be reviewed to ensure that, wherever possible, reasonable adjustments are made to enable them to enter, or remain in, the Company's employment.

The interview and selection process will be undertaken in a fair and consistent manner and the candidate who meets the specification in terms of knowledge skills and attitude will be offered the position. For internal candidates, the normal notice period will apply.

Personnel Records

You have a personnel file that contains all the relevant information about your employment, including records from appraisals, individual meetings, training and development undertaken, self-certification forms, Fit Notes and Occupational Health reports where applicable. These records are held on the Company HR Platform.

You have the right to know what data is held by the Company about you and can request to be supplied with a copy of your file. Details of this process are in the Data Protection Policy under Subject Access Request.

Training and Development

This is Beyond believe that its most valuable resource is its employees. The continued success of the organisation depends upon having highly motivated people with proper skills in the right job, at the right time. We recognise the need to offer all employees a clear path of progression within the business. Therefore, job descriptions and personal objectives will be reviewed on a regular basis.

In certain circumstances, This is Beyond may invest time and money in your training and development and therefore may wish to recoup some of this cost in the event that you resign from the Company. The decision to provide training support will be dependent on the costs, time spend, length of time to complete the course, and other factors.

Therefore, before booking any courses, you must firstly have sign off from your Line Manager and then you must complete and sign a training agreement and deductions form, (available from the HR Manager) which must be authorised by the Chief Executive Officer. This form will confirm whether the Company would require you to make a reimbursement and, if so, the amount and for how long after completion of the course any reimbursement would be expected.

On-going Training

Once your induction training has finished and you have settled in to your new role, you will be given opportunities to learn and develop existing and new skills.

External Training

It is recognised that some training needs cannot be addressed in a timely or effective way through any of the methods detailed above. In these cases, training delivered by external providers may be the only choice. Advice on the most suitable training solution to address any identified need and recommended training will be sought by your Line Manager.

Grading Structure

This is Beyond operates a comprehensive company grading structure aimed at offering regular, constructive feedback to all employees, ensuring clear communication about their performance and growth opportunities. By structuring the company more formally, we are working to provide greater clarity regarding career progression and opportunities for our staff. This will enable a transparent path for growth within the organisation, allowing employees to better understand how to advance within the company.

The purpose of having a grading structure

- Fair Reviews
- Fair Remuneration
- Engaged Beyonders
- Company Success
- Focused Training
- Better Career Management
- Better Recruitment

Appraisals

We believe in harnessing and developing the skills of our employees for today and for future business growth.

As part of our commitment to you, you will receive four quarterly reviews per year, conducted by your Line Manager. Your reviews will be structured meetings to review your achievements from the previous quarter and to agree lag and lead measures for the quarter ahead. Quarterly reviews also give employees an opportunity to raise potential roadblocks and discuss what support may be needed from the Line Manager in the coming quarter.

You will be given any necessary documentation to complete prior to each meeting, as well as any training required on completing relevant self-assessment in between meetings.

Communication and Attending Events

Communications

This is Beyond are committed to developing effective communications throughout the business. Obtaining everyone's views and feedback is central to our communication strategy, and we welcome constructive ideas and suggestions from all our team as to how we improve the Company and make it a better place to work.

All communication should meet the following standards:

- Clear – easy to understand
- Consistent – dependable, constant
- Relevant – appropriate to audience
- Timely – at the right time
- Honest – believable, trustworthy
- Open – good and bad news

The purpose of communication is to inform and motivate employees so that they can support and play an active role in achieving the organisation's objective.

Communication is a fundamental task in all employees' daily working life and personal development. It also plays a role in people management and leadership.

What should you do?

- Understand your communication responsibilities to your colleagues, your Line Manager and your organisation
- Know where and how to access the information you need to perform your role
- Participate fully and actively in all internal communications
- Seek clarification on any communication that you do not understand
- Gather information that will make you more knowledgeable about your own area of expertise
- Share your knowledge and experience
- Respect information that is confidential

Internal Company Seminar

Annually the Company holds its own seminar, called 'Assemble', where the whole Company are taken off site to have some time away from the office. It's not only a team bonding opportunity, but also a chance for everyone to be part of shaping the Company's future. You'll also hear from the CEO on how the Company is doing and where it is going.

Internal Company Meeting

Every quarter, the whole Company is invited to hear from our CEO, Serge, who will update us on how the Company is doing and any other important/relevant information.

Internal Communication Programme: Slack

Slack is the system communication tool we use for all internal communications. Using this tool allows us to communicate more effectively and share ideas across the company. All those using Slack should always be respectful, refrain from all inappropriate language, and use it only for business purposes. Should employees be found to be using Slack in a way that is contrary to the above, disciplinary action may be taken.

Behaviour at work-related company and social events policy

Company events (if you have the opportunity to attend) and company social events are occasions to be enjoyed by all at This is Beyond.

This policy explains the Company's expectation in terms of behaviour at such events. Events taking place in the UK and abroad, when on Company business, are within the scope of this policy.

Company events are expected to be as inclusive as possible and this policy should be read in conjunction with the Company's equal opportunities policy, harassment policy and code of conduct.

Employees who breach this policy, or otherwise bring the Company into disrepute, will be subject to the Company's disciplinary procedure which may result in formal disciplinary action up to, and including, dismissal.

Definition

At any work-related event, you are under a duty to represent the Company professionally. This extends also to social events which, although not normally considered as 'work', may well be considered as an extension of the workplace. Such events may include:

- team days or events which you attend on account of your position within the Company.
- privately arranged events to which you are invited because you are an employee of the Company.
- Festive (end of year holiday, summer etc.) parties organised by the Company, or other similar gatherings throughout the year.

Attendance at these social events is voluntary there is no obligation to attend and all members of staff attend on an equal, social footing.; however, it is a great opportunity to chat to colleagues in an informal setting if you wish.

Employee responsibilities

The Company requires its employees to behave responsibly all times, including during company events and work-related social events. You should always be aware of your role as a representative of the Company and that your conduct has a significant influence on our reputation. We trust that you will be capable of exercising good judgement during events but employees should be aware of the provisions of this policy.

Standards of behaviour

In all circumstances, you are expected to behave in an appropriate and responsible manner. The Company's normal rules on behaviour, including the employee code of conduct, will continue to operate during the social event and at any subsequent or follow-on event attended by members of staff.

You should not engage in discriminatory, harassing or aggressive behaviour towards any other person either before, during or after the event. The Company's policies on 'Bullying & harassment' continue to apply and a breach of these policies will be treated as a disciplinary matter.

It is acknowledged that alcohol will be readily available at the majority of social and company events. It is expected that you drink responsibly and never drink before driving. The Company's zero-tolerance approach to illegal drugs will operate throughout social events. The use of illegal drugs will be considered a disciplinary matter.

During events, please approach a senior member of staff to raise concerns or complaints. Any reports made to a senior manager will be addressed as appropriate; this may be immediate or at a later date.

The Company recognises the importance of work life balance and, while we do not intend to restrict your activities outside of working hours, it is important to remember that activities which result in adverse publicity to the Company, or which cause us to lose faith in your integrity, may give us grounds for your dismissal regardless of whether they occur during or outside of working hours.

Workplace discussions

We encourage staff to discuss workplace matters, or raise any concerns they have regarding their employment, with their line manager or other appropriate manager during working hours.

It is strongly recommended that discussing concerns/grievances is done during work hours and not at company or social events.

Public Relations

If you receive an enquiry from the media or even if you just suspect that you are speaking to a member of the press, you must refer them to the HR Manager. This is to ensure that the question is dealt with effectively and accurately, in order to protect the image of the Company.

Controlling Risks

General

It is everyone's responsibility to prevent the theft or damage of goods, Company property, or resources from the business. The security rules are designed to minimise the risks of loss, and your fullest co-operation in implementing, maintaining and improving our procedures is required. These rules and procedures are also designed to protect you. Failure to follow the security rules may, on its own, lead to the inference that you have acted dishonestly.

We may use a variety of security and surveillance techniques for the protection and management of the business and its employees, including monitoring communication, CCTV cameras and search.

If you notice anything suspicious, report it to your Line Manager or another available member of management as soon as possible. Any suggestions for improvements in the security procedures are always most welcome – these should be taken up with your Line Manager in the first instance.

Right of Search

In the interests of security, we reserve the right of search. Searches of employees, their bags, other possessions and vehicles may take place from time to time. You may, if you wish, be accompanied by a colleague during the search. If you refuse to allow your person or possessions to be searched, this may be treated as gross misconduct.

Security Passes

Each employee is issued with a white key card and a fob when they start, which allows access to the building and the office itself. You are required to keep these separate so that, if they are lost, they are not lost together. They must also not be kept with a Company-branded lanyard, or a Company Event-specific branded lanyard. If lost or mislaid, you need to report immediately to the Office Manager, and failure to do so could result in disciplinary action. If you lose either a fob or key card, you will need to cover the cost the item which will be charged to you and taken directly from payroll, at a cost of £26 for key cards and £5 for fobs.

Visitors

It is your responsibility to ensure that your visitor is looked after during the time they are in our premises and they should be made aware of our fire procedure and escape routes.

Personal Property

Please do not bring valuables or large sums of money to work, as we cannot accept responsibility for your money, clothing or other property on our premises.

Office Security and Clean Desk Policy

We have a 'first-in and last-person-out' policy, meaning that if you are the last person to leave the office, you must ensure all windows are closed, the lights are off, the music is off and the dishwasher is put on. For security reasons, there are only a handful of people who have a key to the office. If you are starting before 9am or staying after 5.30pm (5pm on Fridays), it is your responsibility to make sure you have a key to open or lock up. Please contact the Office Manager to arrange this.

When in your possession, the key must not be kept with a Company-branded lanyard, or a Company Event-specific branded lanyard. If the key is lost or mislaid, you need to report immediately to the Office Manager, and failure to do so could result in disciplinary action.

This is Beyond enforce a Clean Desk Policy in line with GDPR, security and tidiness. There are nine principles to adhere to:

1. Employees are required to ensure that all sensitive/confidential information in hardcopy or electronic form is secure in their work area at the end of the day and when they are expected to be gone for an extended period.
2. Computer workstations/laptops must be shut down completely and locked away in your allocated locker at the end of each working day and nothing aside from a screen, keyboard, mouse, mouse mat and stationery pot should be left on your desk.
3. Any restricted or sensitive information must be removed from the desk and locked in a drawer when the desk is unoccupied and at the end of the workday.
4. File cabinets containing restricted or sensitive information must be kept closed and locked when not in use or when not attended.
5. Keys used for access to restricted or sensitive information must not be left at an unattended desk.
6. Passwords may not be left on sticky notes posted on or under a computer, nor may they be left written down in an accessible location.
7. Printouts containing restricted or sensitive information should be immediately removed from the printer.
8. Upon disposal, restricted and/or sensitive documents should be shredded in the official shredder.
9. Whiteboards containing restricted and/or sensitive information should be erased.



Absence from Work

Annual Leave

The Company's holiday year runs from 1 January to 31 December. Your annual holiday entitlement is four working weeks in every full holiday year (which equates to 20 days if you work a four-day week). Holidays for part-time employees are calculated on a prorata basis.

Payment for your annual holiday is based and calculated on your regular normal earnings.

The Company expects employees to take all their holiday entitlement within the year it is accrued, as holidays cannot be carried forward to the next year. Authorisation to carry unused holiday entitlement forward will only be given in exceptional circumstances and will only apply to holidays in excess of the minimum statutory holiday entitlement. No payment will be made in lieu for holidays not taken in the current holiday year.

During the first year of your employment with This is Beyond, your entitlement to paid holiday leave may be restricted to the amount of holiday you have accrued. Your holiday entitlement accrues monthly, in advance, at the rate of one-twelfth of the annual entitlement each month.

If you are absent for more than two weeks, your holiday will accrue in line with the statutory holiday entitlement (pro rata for part-time employees).

Bank and Public Holidays

In addition to the above, you are entitled to the eight recognised bank holidays in every full holiday year. Bank holidays for part-time employees are calculated on a pro-rata basis. Employees are not normally required to work bank holidays and will be paid their normal salary as part of their holiday entitlement (a pro-rata share for part-time employees).

The bank and public holidays recognised by This is Beyond are: New Year's Day, Good Friday, Easter Monday, May Day, Spring Bank Holiday, August Bank Holiday, Christmas Day and Boxing Day. If you would like to have the opportunity to exchange the four Christian bank holidays with days that fit your beliefs better, please see the flexible holiday policy on page 8.

In order to qualify for payment, you must work on your normal working day preceding and following the bank holiday, unless you are absent due to a pre-arranged holiday. If you are absent due to sickness, you will receive the payment that is due for the day's sickness. If you work a five-day week and take a full week's holiday in a week where a bank holiday falls, this will count as four days' holiday against your annual entitlement.

On occasions, and dependent on the needs of the business, you may be required to work on a bank holiday. If so, you will be provided with a compensatory day off in lieu.

Holiday and Sickness

If you are sick during your holiday, you must follow the absence notification procedure in the normal way. Providing you correctly notify and provide medical evidence of your sickness, you will be paid in accordance with the Company sick pay arrangements and will be entitled to holiday in lieu to cover the period of absence up to the current statutory minimum holiday entitlement. A Doctor's Certificate or medical evidence will be required for any period for which holiday in lieu is being claimed, regardless of the length of absence, as self-certification will not be acceptable in these circumstances. Bank and public holidays qualify for sickness payment purposes only and you cannot claim for holiday in lieu for any of these days.

Booking Holidays

All holidays must be agreed in advance with your Line Manager as early as possible, but, in any event, a minimum of four weeks' notice must be given for holidays of two weeks or more. Holidays must not be booked until they have been approved with your Line Manager on the Company HR platform, People HR. Your Manager will explain any refusal.

Generally, holidays should not be taken within your probationary period, unless this has been expressly agreed with you at your interview, or when you accepted the offer of employment.

Management will try to accommodate individual preferences for holiday dates, but the needs of the business may have to take precedence, especially during peak working periods or holidays, as it is essential that adequate cover is maintained. Depending on your role within the business, holidays should not be taken in the two months preceding or during a Company Event, as these periods are the busiest time for the business.

Holiday Pay on Termination

On termination of employment, employees shall be entitled to receive a payment representing holiday accrued but, as yet, untaken. If you have taken more than your holiday entitlement when you leave, a sum representing the amount of additional holiday will be deducted from your final salary.

Sickness & Absence Rules

As a Company, we need to measure and record sickness absence, and to know when and why we need to do something about it. This is why we record and keep all records relating to absence, in line with our Data Protection Policy and Privacy Notice. As an employee, you need to know that you work for someone who cares about your health and welfare.

Disability

Where any employee has, or develops, a condition that would be classified as a disability, they have a duty to inform the Company. Any information will be treated in the strictest confidence, but will allow the Company to support and make any reasonable adjustments necessary.

The following absence reporting policy has been drawn up to meet these needs and must be followed at all times.

Company Sick Pay Scheme

In addition to Statutory Sick Pay (SSP) detailed below, which is included in any sickness payments made to you by the Company, This is Beyond operate a Sick Pay Scheme for both short- and long-term absences. Any payments for absence due to sickness or injury are made at the complete discretion of the Directors.

Short-Term Absences

During the first 6 months of employment

- Nil (SSP only)

From 6 to 18 months of employment

- Maximum of 1 working week in a rolling 12-month period

After 18 months of employment

- Maximum of 2 working weeks in a rolling 12-month period

Long-Term Absences

It is the Company’s intention to ensure that employees do not incur any financial burden in the event that they are hospitalised or certified unfit for work for a prolonged single period of time due to surgery or other medical conditions. Again, payments are discretionary and are linked to the length of your employment with the Company. A guideline to the payments, which are inclusive of any payments made under short-term absence (see above) in any period of 12 months, are set out below.

During the first 6 months of employment

- Nil (SSP only)

After 6 Months of Employment

- Maximum of 16 weeks of pay in any 12-month period

No sickness payments for short- or long-term absences are made for disabilities or injuries arising from war, riot, civil commotion, intentional self-injury, taking part in dangerous or contact sports or games, accidents whilst working for another employer or on your own account for profit or reward, alcoholism, or absence due to taking intoxicating liquor or drugs.

Company Sick Pay Scheme Continued

If your long-term sickness absence exceeds 12 weeks and you are receiving discretionary long-term sick payments, the Company may ask you if you wish to take any untaken, accrued holiday leave before the current holiday year end. The Company will only make sick payments for any absence, less any remaining period of outstanding, accrued holiday entitlement still to be taken, (e.g., eight weeks of the holiday year remaining, employee has two weeks untaken, accrued holiday – maximum of six weeks Company sick pay will be made.) Payments will only be made provided the procedures of notification and certification are followed. Any abuse of the Sick Pay Scheme will result in This is Beyond withholding payment for the period of sickness being claimed and dealing with the

matter through the Disciplinary Procedure. Any salary paid by the Company in respect of any period of absence resulting from the negligence of a third party is recoverable by This is Beyond out of any damages that are paid by, or on behalf of, a third party.

Statutory Sick Pay

Statutory Sick Pay (SSP) is paid by the Company in accordance with the guidelines issued by the Department for Work & Pensions. Providing that you meet the statutory weekly wage requirement and have notified and certified the sickness correctly, you will normally be entitled to SSP for any sickness absence of four or more days up to a maximum of 28 weeks. Further information regarding SSP is available from <https://www.gov.uk/statutory-sick-pay/overview>

Absence Notification Procedure

If you cannot attend work, you (or someone on your behalf) must inform your Line Manager as soon as possible, (and within one hour of your normal start time) on your first day of absence. You should advise why you are absent, and when you expect to be able to return to work. You should continue reporting your progress to the Company on each additional day of absence, within the same time frame as detailed above unless this is covered by a Fitness to Work Certificate (Fit Note) issued by your Doctor. You should report to your Line Manager as soon as you return to work.

In the event that your Line Manager is not in the office when you are sick, you should let the second most senior team member know in their absence. An email should also be sent to your Line Manager (each day you are sick) who will action your sick leave in the HR Platform on their return to the office.

Your Doctor may issue you with a Fitness to Work Certificate (Fit Note) indicating that you may be fit to return to work before you have made a full recovery. They may include detailed recommendations to enable you to make an earlier return to work. Your Manager will discuss these recommendations with

you, and the Company will consider whether they are able to be accommodated (you should be aware that reductions in working hours may affect remuneration). Any decisions regarding these recommendations are made at the absolute discretion of the Directors and must be accepted as final.

If This is Beyond have concerns about your fitness upon return, the Company may require you to return home and attend a medical examination by a Doctor, appointed by the Company, before resuming work. If so, you will continue to be paid SSP or Company Sick Pay in accordance with the guidelines, until such time as the Company Doctor has authorised your return.

Return to Work Meeting

Following a period of sickness (even if just one day), your Line Manager will invite you to a 'Return to Work' meeting on your first day back to the office. You will complete a form together to discuss the reason for your sickness and if you are fit to be back at work. Once completed and signed your Line Manager will upload the form

Medical Certificates and Examination

Self-Certification

If you are absent for anything up to seven calendar days or less (including one single day), you must complete a medical self-certification form on the HR platform as soon as you return to work, which you must sign and your Line Manager will sign also.

Medical Certificates

If you are absent for eight or more calendar days, you must send to the Company, on the eighth day of absence, a Fit Note certificate signed by your Doctor. Thereafter, you must continue to send in medical certificates at weekly intervals, unless your Doctor agrees to sign them for longer periods. Your Doctor may issue you with a Fit Note indicating that you may be fit to return to work before you have made a full recovery. This may include detailed recommendations to enable you to make an earlier return to work.

Your Line Manager will discuss these recommendations with you and the Company will consider whether they are able to be accommodated. Any decisions regarding these recommendations are made at the absolute discretion of the Directors and must be accepted as final.

Medical Certificates and Examination Continued

In some instances, the Company may require you to provide a certificate from your Doctor certifying that you are fit and able to return to work. You are also required to provide a medical certificate if you are sick whilst on holiday and claiming holiday in lieu for the period.

Medical Examination

This is Beyond reserve the right to require you to attend a medical examination with your own Doctor, or a Doctor appointed by the Company if you are absent from work due to sickness or before returning to work from a period of sickness. If so, you will be asked to sign a consent form and may be given the opportunity to state whether you wish to see a copy of the medical report before it is forwarded to the Company. This is Beyond also reserves the right to suspend you if you are found to be incapable of carrying out your job due to medical reasons.

Managing Sickness Absence

Frequent Absences

In the event of frequent absences, the Company may request that you provide confirmatory medical evidence and/or visit a Doctor appointed by the Company. In addition, self-certification may not be adequate and This is Beyond may require you to provide a Fit Note for these absences. The Company will either pay directly, or reimburse you for any costs incurred in obtaining a medical certificate in this situation. Unacceptable levels of absence may be dealt with through the Disciplinary Procedure if this becomes necessary.

Long-Term Absences

If you are, or are likely to be, absent from work for four working weeks or more, the Company may request that you attend a medical examination, performed by a Doctor appointed by the Company, or may ask for your written consent to enable the Company to seek a medical report from your own Doctor. The Company reserves the right to restrict the accrual of paid holiday to the statutory minimum holiday entitlement after four weeks of long-term absence.

Behaviour While Absent

Employees are expected to attend work unless sickness or injury prevents them performing their duties.

Whilst an employee is absent, they must adhere to the policy and do nothing to aggravate or delay recovery, such as working for another employer or taking part in inappropriate social or sporting activities.

Should any employee wish to take holiday whilst absent (in receipt of Company sick pay or SSP), this must be approved by their GP.

Returning to Work

If This is Beyond have concerns about your fitness upon return, the Company may require you to return home and attend a medical examination by a Doctor, appointed by the Company, before resuming work. If so, you will continue to be paid SSP or Company Sick Pay in accordance with the guidelines, until such time as the Company Doctor has authorised your return.

On occasions, you may feel ready to return to work, but if you are on any form of medication that could affect your ability to carry out your normal duties, you must inform your Line Manager.

To ensure the Company does all it can to understand the causes of absence, a return-to-work interview will be held with your Line Manager, even if your sickness absence only lasts for one day.

Medical and Dental Appointments

Appointments should be made, where possible, outside working hours. When this is not possible, they should be made at the start or end of the day so that there is the least amount of disruption to your working day. However, we know that this is not always possible. You must inform your Line Manager of any such appointments in advance and, at the Line Manager's discretion, you may be asked to make the time up. All medical and dental appointments must be recorded in the Company HR platform, which is your responsibility to enter and not your Line Manager's.

Compassionate Leave

An appropriate period of paid leave will be granted at the discretion of management in cases of bereavement involving immediate family. Apart from this, days off for attending funerals, religious services etc. will be treated as being part of holiday entitlement unless otherwise agreed.

Jury Service

If you must attend Court for jury service or as a witness, please let us know as soon as possible and provide a copy of the Court summons to support your request for time off work. Payment of salary during this period is at the absolute discretion of the Company. You will be able to claim an amount for loss of earnings and we need you to provide this to us, so that this amount can be deducted from any discretionary pay that may be paid.

If you attend Court and are told your services are not required that day, you must telephone your Line Manager immediately and then return to work.

While there is no unpaid leave entitlement, requests may be sent to your manager in line with the annual leave notice period/as soon as possible.

Time Off for Dependent Emergencies

We recognise the right of all employees to reasonable amounts of unpaid leave to deal with incidents involving a dependant. This is defined as any person who reasonably relies on you to make provision of care. The type of situations when this leave may be taken would be when a dependant:

- Is ill, injured, gives birth or is assaulted
- When care arrangements unexpectedly break down
- When a dependant dies
- To deal with an unexpected incident involving a child at school

Employees wishing to take leave to deal with any of the above must telephone or send a text message to their Line Manager personally prior to the start of their working day, giving the reason for the absence and the expected duration of the absence.

Falsifying Claims

In the event of an employee taking time off fraudulently under any of the above sickness and absence policies, we will investigate and disciplinary action may be taken.

Severe Weather and Disruptions to Travel

The Company acknowledges that employees may occasionally have problems travelling to and from work due to either severe weather conditions or major disruptions to public transport (for example, train strikes or accidents on the roads). While we understand and are committed to protecting the health and safety of all our employees, we must also ensure that the business and our clients are not unduly disrupted by external factors.

Reporting for Work

We expect you to report for work, regardless of the situation. You should therefore make every effort to attend work in all circumstances. When severe weather conditions occur or where there are major disruptions to public transport, you should take steps to obtain advice on the position from the appropriate

external agencies. You should allow extra time for your journey, making alternative travel arrangements where appropriate. You will still be expected to attend work on time.

Unjustified or unacceptable absence or lateness may give rise to disciplinary action under the Company's disciplinary procedure.

Should the Company decide to close your place of work and deem that you are unable to carry out work at an alternative place, it will pay you for your normal working hours.

Accepted Absences or Lateness

If you are unable to attend work or are going to be delayed by the weather conditions or public transport disruptions, you should contact your Line Manager as soon as possible to discuss the position. If your Line Manager is unavailable, you should speak to an alternative Manager.

Where the Company accepts that you have used your best endeavours to attend work but you are unable to do so, or you are late because of the severe weather conditions or the major disruptions to public transport, your Line Manager will discuss the various options potentially available. At the Company's discretion, you may be required or permitted to:

- Make up the time at a later date
- Take any absence from work as part of your annual leave entitlement
- Take any absence from work as special unpaid leave (in this case, your pay will reduce accordingly to take account of the hours/days you have not worked)
- Be paid as if you had attended work on the day(s) of absence
- Work from home or otherwise work remotely

The Company will base its decision on your individual circumstances. For example: your distance from home to work, your mode of transport, and how viable it is for you to work from home and on the needs of the Company.

Leaving Work Early

If severe weather conditions or major disruptions to public transport occur during the working day that will cause problems for you when travelling home, your Line Manager will decide whether to allow you to leave work early (and to make up the time at a later date if necessary). Again, the Company will base its decision on each individual circumstance – for example, on your distance from home to work, your mode of transport, how viable it is for you to take work with you and work from home for the rest of the day, and on the needs of the Company.

Health and Safety in Times of Severe Weather

The Company is committed to protecting the health and safety of all its employees. This includes during severe weather conditions and when there are major disruptions to public transport; in such cases, a reasonable approach will be taken to the situation. You also have a duty to take reasonable care of your own health and safety and that of other persons who may be affected by your acts or omissions. This includes taking extra care when travelling to and from work in severe weather conditions and allowing more time for your journey, including making alternative travel arrangements where appropriate.

Family-friendly Policies

This is Beyond are committed to encouraging family-friendly

Maternity Leave & Pay

If you are pregnant, please do speak to us as early as possible so that we can discuss with you any particular health and safety risks that may affect you or the baby. By the fifteenth week before the baby is due, you need to provide the following information to us (preferably in writing):

- Your expected week of childbirth
- The date on which you intend to start your Maternity leave (you can start your Maternity Leave anytime from 11 weeks before the baby is due).

We will then write to you to confirm all the details and state the date we will be expecting you to return to work. You can change your mind about the date you wish to start your Maternity Leave, but you must give us 28 days' notice of the change.

All pregnant employees are entitled to 52 weeks of Maternity Leave. This is made up of 26 weeks ordinary leave and 26 weeks additional leave. The first two weeks after the birth are compulsory.

Throughout the Maternity Leave, you are entitled to all your non pay-related contractual benefits.

If you are not planning to take all your Maternity Leave, you must let us know when you will return. You can change your mind, but you must give us eight weeks' notice of any change.

If you decide not to return to work, you are required by law to give the correct notice if you are resigning, but giving longer is helpful. You are still entitled to Statutory Maternity Pay or Maternity Allowance even if you are not returning to work.

We reserve the right in any event to maintain reasonable contact with you from time to time during your Maternity Leave. This may

be to discuss your plans for return to work; to discuss any special arrangements to be made or training to be given to ease your return to work; or simply to update you on developments at work during your absence.

You are encouraged to take any outstanding annual leave due to you before the commencement of your Maternity Leave. As a general rule, holiday should normally be taken in the year that it is earned and therefore if the holiday year is due to end during Maternity Leave, you should try to take the full year's entitlement before starting your Maternity Leave.

Health and Safety

We have a duty to assess any risks that may affect you at work during your pregnancy. We will provide you with information as to any risks identified in any risk assessment and look at ways in which we can minimise the risk.

IVF

You will be entitled to paid time off for antenatal care only after the fertilised embryo has been implanted. From that point onwards, all entitlements are the same.

Antenatal Care

All pregnant employees are entitled to paid time off to receive antenatal care, provided such care is on the advice of a doctor, midwife or health visitor. Where such appointments can be arranged to take place outside of working hours, you should do so. Copies of all appointment times should be given to your Line Manager.

Prospective fathers to be and partners of pregnant women, as well as surrogacy parents and the secondary adopter, are allowed unpaid time off to attend two antenatal appointments. The main adopter is allowed up to five paid adoption appointments.

We need you to provide us with your MATB1 Maternity certificate, which your midwife will give to you when you are about 25 weeks pregnant.

Adoptive parents must give us the matching certificate or notification that one is being issued within seven days of having been matched with a child, or as soon as is practicable.

Pay and Benefits During Maternity Leave

To receive Statutory Maternity Pay (SMP), you must have been:

- Earning before tax an average that is no less than the lower earnings limit, which applies to National Insurance (NI). This is the amount you have to earn to qualify for benefits. You have to earn more than this amount before you actually start paying NI.
- Employed by the same employer continuously for at least 26 weeks up to and into the fifteenth week before the week your baby is due.

The earliest date that SMP can start is from the eleventh week before the week your baby is due and the latest from the day following the birth.

If you continue to work after the eleventh week before the week your baby is due, you can choose when you want your SMP to start. SMP will start from any day you choose, once you have stopped work to have your baby. This means that your SMP should start from the first day of your Maternity Leave.

The start of your SMP will change if:

- Your baby is born before the start of the eleventh week, or before the start of your SMP pay period. If this happens, SMP will start from the day following the birth of your baby.
- You are off sick from work with a pregnancy-related illness at the start of or during the four weeks before your baby is due, SMP will start from the day following the first complete day you are off sick from work for that reason.

If you are entitled to SMP and you leave your employment with us:

- After the start of the fifteenth week before your baby is due, but before the start of the eleventh week, SMP will start from the beginning of the eleventh week before the week your baby is due.
- At any time after the start of the eleventh week before the week your baby is due and before the start of your Maternity pay period, your SMP will start from the day after you left employment.

SMP is paid for a continuous period of up to 39 weeks.

First six weeks

90% of your average weekly earnings with no upper limit.

Remaining 33 weeks

Standard rate or a rate equal to 90% of your average weekly earnings. You will get whichever rate is lower.

Enhanced Maternity Pay (EMP)

At This is Beyond, employees with a service of two years or more will receive EMP in line with the following table as per the eligibility criteria outlined:

First six weeks 100% of your normal weekly earnings

Next six weeks 50% of your normal weekly earnings OR Standard Statutory Rate. You will get whichever rate is higher.

Remaining 27 weeks

Standard rate or a rate equal to 90% of your average weekly earnings. You will get whichever rate is lower.

Once the entitlement to EMP has ended, the employee will revert to SMP for their remaining entitlement. Once this entitlement has been exhausted, any remaining weeks of maternity leave will be unpaid.

A condition of the enhanced maternity pay scheme is that the employee must return to work after her maternity leave has ended for a minimum period of 26 weeks.

Where an employee fails to return to work for this minimum period, employment is terminated by either party for any reason other than redundancy, the Company is entitled to recover any enhanced maternity pay paid to employees that is in excess of SMP. This will be operated at the discretion of the Company.

Maternity Allowance

If you are not eligible for Statutory Maternity Pay you may be entitled to Maternity Allowance if:

- You have worked (including self-employment) for 26 weeks during the 66 weeks before your baby is due
- You can find 13 weeks in which you earned over £30 a week or paid Class 2 (self-employed) National Insurance contributions or held a certificate of small earnings exception

To claim Maternity Allowance (MA), ask your local Job Centre Plus for form MA1.

Pension

Pension contributions will continue to be made during the period when you are receiving SMP, but not during any period of unpaid additional Maternity Leave. Your contributions will be based on your actual pay, whilst the Company’s contributions will be based on the salary you would have received had you not gone on Maternity Leave.

Keeping in Touch Days

While you are on Maternity Leave, we will try to keep you up to date with all that is happening at the Company. This may be to let you know about any changes; to invite you to attend a particular event; or to offer a training opportunity. You do have the right to refuse to attend.

If we offer and you wish to accept, you can work up to 10 days during your leave without this affecting your Statutory Maternity Pay.

Returning to Work

While you are under no obligation to do so, it would assist us if you could confirm as soon as convenient during your Maternity Leave that you will be returning to work as expected.

If you plan to return to work before the end of your Additional Maternity Leave, you must give us eight weeks’ notice. If you come back to work after the Ordinary Maternity Leave, you may return to the same job with the same terms and conditions as you had before your leave. If you return after Additional leave, you are entitled to return to the same job on the same terms and conditions, but if, for a good reason, we cannot do this, we will find a position that is at the same level and with terms and conditions at least as good as your previous role.

If you are planning to breastfeed when you return to work, please let us know so that we can carry out a risk assessment and provide suitable rest facilities for you.

Adoption Leave

To qualify for the right to take Adoption Leave, you must be adopting a child through an approved UK adoption agency. Surrogacy parents may be entitled to Adoption Leave if they fulfill eligibility requirements.

If you are jointly adopting a child with your spouse, partner or civil partner, only one of you will be entitled to take Adoption Leave. You can choose which adopter will take Adoption Leave. The other adoptive parent will normally be entitled to take Ordinary Paternity Leave. The right to Adoption Leave is not available to a step-parent who adopts their partner's child.

Assuming you are eligible, you may take up to 26 weeks' Ordinary Adoption Leave and up to 26 weeks' Additional Adoption Leave, making a total of 52 weeks.

If you wish to take Adoption Leave, you must inform your Line Manager by writing of your request no later than seven days after the date on which notification of the match with the child is provided to you by the adoption agency. You must provide written details of the date on which you were notified of having been matched with the child; the date the child is expected to be placed in your care for adoption; and when you want your Adoption Leave to start.

Adoption Leave can start on the day the child is placed with you for adoption (whether this is earlier or later than expected), or on a date that is up to 14 days before the expected date of placement.

As evidence of your entitlement to Adoption Leave, you will also be required to provide a copy of the relevant matching certificate and adoption papers from the adoption agency.

You can change your mind about the date you wish to start your Adoption Leave, but you must give us 28 days' notice of the change.

Throughout the Adoption Leave, you are entitled to all your non pay-related contractual benefits.

If you are not planning to take all your Adoption Leave, you must let us know when you will return. You can change your mind, but you must give us eight weeks' notice of a change.

If you return after Additional Leave, you are entitled to return to the same job on the same terms and conditions, but if, for a good reason, we cannot do this, we will find a position that is at the same level and with terms and conditions at least as good as your previous role.

If you decide not to return to work, you are required by law to give the correct notice if you are resigning, but giving longer is helpful. You are still entitled to Statutory Adoption Pay even if you are not returning to work.

We reserve the right in any event to maintain reasonable contact with you from time to time during your Adoption Leave. This may be to discuss your plans for return to work, to discuss any special arrangements to be made or training to be given to ease your return to work, or simply to update you on developments at work during your absence.

You are encouraged to take any outstanding annual leave due to you before the commencement of Adoption Leave. As a general rule, holiday should normally be taken in the year that it is earned and, therefore, if the holiday year is due to end during Adoption Leave, you should try to take the full year's entitlement before starting your Adoption Leave.

Statutory Adoption Pay

Paid Adoption Leave is available for a child adopted under UK law, but some details may vary for parents adopting outside the UK.

To receive Statutory Adoption Pay (SAP), you must:

- Be the child's adopter
- Earn before tax an average that is no less than the lower earnings limit that applies to National Insurance (NI). This is the amount you must earn to qualify for benefits. You must earn more than this amount before you actually start paying NI.
- Be employed for a continuous period of at least 26 weeks ending before the placement of the child;
- Have received official matching certificate or notification that it is being issued.

Statutory Adoption Pay is paid for up to 39 weeks.

Statutory Adoption Pay is paid as 90% of your average weekly earnings for the first six weeks, followed by the statutory rate or 90% of your average weekly earnings (whichever is lower) for the remaining 33 weeks.

Pension

Pension contributions will continue to be made during the period when you are receiving SAP, but not during any period of unpaid additional Adoption Leave. Your contributions will be based on your actual pay, while the Company's contributions will be based on the salary you would have received had you not gone on additional Adoption Leave.

Keeping in Touch Days

While you are on Adoption Leave, we will try to keep you up to date with all that is happening at the Company. This may be to let you know about any changes; to invite you to attend a particular event; or to offer a training opportunity. You do have the right to refuse to attend.

If we offer and you wish to accept you can work up to 10 days during your leave without this affecting your Statutory Adoption Pay.

Return to Work

While you are under no obligation to do so, it would assist us if you could confirm as soon as convenient during your Adoption Leave that you will be returning to work as expected.

If you are intending to return earlier than the return date you stated, then you must give the Company at least eight weeks' written notice of your intention. Failure to do so may mean the Company postpones your return to work for up to eight weeks, provided this is not later than your originally stated return to work date.

Paternity Leave

In order to qualify for the right to take Paternity Leave, you must meet each of the following eligibility criteria:

- You have, or expect to have, responsibility for the upbringing of the child.
- You are either the biological father of the child, or you are married to the civil partner or the cohabiting partner of the child's mother, or you are married to the civil partner or the cohabiting partner of the child's adopter, or you are one of a couple jointly adopting a child. A cohabiting partner is a person, whether of a different sex or the same sex, who lives with the mother or adopter and the child in an enduring family relationship but is not an immediate relative of the mother or adopter.

- You are taking the leave to care for the child or to support the child's mother or adopter,
- You have worked continuously for the Company for 26 weeks calculated as at the fifteenth week before the expected week of childbirth, or, in respect of an adopted child, calculated as at the week in which the child's adopter is notified of having been matched with the child.

A cohabiting partner is a person, whether of a different sex or the same sex, who lives with the mother or adopter and the child in an enduring family relationship but is not an immediate relative of the mother or adopter.

If you wish to take Paternity Leave and are eligible, you are entitled to two weeks on the birth or adoption of a child. You are entitled to take either one week or two consecutive weeks of Paternity leave. It cannot be taken as odd days.

You are required to inform the Company of your intention to take Paternity leave by the end of the fifteenth week before the expected week of childbirth or, in the case of an adopted child, no later than seven days after the date on which notification of the match with the child was given by the adoption agency, unless this is not reasonably practicable. You are required to provide the following information in writing to the Company:

- The date the child is expected to be born or adopted
- Whether you wish to take one or two weeks' Paternity Leave
- When you want your Paternity Leave to start

In the case of an adopted child, your notice should also specify the date on which the adopter was notified of having been matched with the child.

Paternity Leave can start on any day of the week on or following the child's birth or placement for adoption, but it must be completed either within 56 days of the actual date of childbirth or adoption or, if the child is born early, within the period from the actual date of childbirth up to 56 days after the first day of the expected week of childbirth.

In the case of multiple births from the same pregnancy, only one period of Paternity Leave is available.

On resuming work after Paternity Leave, you are entitled to return to the same job on the same terms and conditions of employment as if you had not been absent.

Statutory Paternity Pay

During the period of Paternity Leave, you will receive Statutory Paternity Pay (SPP) if you are eligible to receive it, your contract of employment continues in force, and you are entitled to receive all your contractual benefits, except for salary.

Enhanced Paternity Pay (EPP)

Enhanced Paternity Pay of three weeks paid leave is available to employees with a service of 2 years or more.

A maximum of one-week annual leave may be requested on top of this; however, any annual leave needs to be requested in line with the annual leave notice period and be approved by the CEO before being taken.

Shared Parental Leave

This policy applies to a parent wishing to share traditional Maternity or Adoption Leave. Unpaid Parental Leave remains, as does the right to take 52 weeks' Maternity or Adoption Leave. Surrogacy parents may be able to take Shared Parental Leave if they fulfil the eligibility requirements.

To take advantage of this provision, the mother must commit, in writing, to ending their Maternity/Adoption Leave and Pay at a set date, and to share the untaken balance of leave and pay as Shared Parental Leave and Pay with their partner, or to return to work early from Maternity or Adoption Leave and opt in to Shared Parental Leave and pay at a later date.

The timescales and process to plan Shared Parental Leave is quite complex, so please speak to the HR Manager if you have any queries or wish to discuss possible arrangements. Good communication during the planning is the key to finding a workable plan for both employee and the Company.

To help understand this policy we have listed the meaning of the following terms:

- Mother: the woman who gives birth to a child or the adopter
- Adopter: the male or female who is eligible for adoption leave and or pay
- Partner: the child's biological father or the partner of the mother/adopter. This may be a spouse, civil partner or a partner who is in an enduring relationship with the mother and the child.
- SPL: Shared Parental Leave
- ShPP: Statutory Shared Parental Pay
- Continuous Leave: a period time of leave that is taken in one block, for example, four weeks' leave.
- Discontinuous Leave: a period of leave that is arranged around weeks where the employee will return to work, for example, an arrangement where an employee will work every other week for a period of three months.
- SPLIT Day: Shared Parental Leave in Touch Day
- Match: when an adopter is approved to adopt a named child or children
- Curtail: when an eligible mother brings their Maternity/Adoption Leave and, if appropriate, pay or allowance entitlement, to an early end.

This policy applies to employees, whether they are the mother or the partner. If it is the mother who is employed by the Company, a partner must follow his/her own employer's policy if he/she wishes to take a period of SPL. If it is the partner who is employed by us, then their partner must follow their own Company policy.

Good communication is essential with both employers to ensure requests are dealt with properly.

Are You Eligible?

There are some criteria that must be met for this policy to apply. The mother is eligible for SPL if they:

- Have at least 26 weeks' continuous employment ending with the fifteenth week before the expected week of childbirth or matching date of the child, and remains in continuous employment with the organisation until the week before any period of SPL that is taken
- Have, at the date of the child's birth or placement, the main responsibility, apart from the partner, for the care of the child
- Are entitled to statutory maternity/adoption leave in respect of the child
- Comply with the relevant leave curtailment requirements (or have returned to work before the end of Statutory Maternity/Adoption Leave), and SPL notice and evidence requirements .

In addition, for the mother to be eligible for SPL, the partner must:

- Have been employed, been a worker or been a self-employed earner in at least 26 of the 66 weeks immediately preceding the expected week of childbirth
- Have average weekly earnings meeting the lower earnings test for any 13 of those 66 weeks
- Have, at the date of the child's birth or placement, the main responsibility, apart from the mother, for the care of the child

Partner's Eligibility for Shared Parental Leave

The partner is eligible for SPL if he/she:

- Has at least 26 weeks' continuous employment ending with the fifteenth week before the expected week of childbirth or placement of the child and remains in continuous employment with the organisation until the week before any period of SPL that he/she takes
- Has, at the date of the child's birth or placement, the main responsibility, apart from the mother, for the care of the child
- Complies with the relevant Shared Parental/Adoption Leave notice and evidence requirements.

In addition, for the partner to be eligible for SPL, the mother must:

- Have been employed, been a worker, or been a self-employed earner during at least 26 of the 66 weeks immediately preceding the expected week of childbirth or placement of the child
- Have average weekly earnings meeting the lower earnings test for any 13 of those 66 weeks
- Have, at the date of the child's birth or placement, the main responsibility, apart from the partner, for the care of the child
- Comply with the relevant leave or pay curtailment requirements (or have returned to work before the end of Statutory Maternity/Adoption Leave).

How to Calculate the Amount of Leave Available

The amount of SPL to which an individual is entitled will depend on when the mother brings her Maternity/Adoption Leave period to an end and the amount of Leave that the other parent takes in respect of the child.

SPL may only be taken in complete weeks, but may start on any day of the week. An eligible employee can request to take SPL in one continuous block, in which case the Company is required to accept the request as long as the correct notification has been given. Alternatively, she/he may request to take the Leave as a number of discontinuous blocks, with breaks between the Leave where the employee returns to work. In requests of continuous blocks, the Company must agree to these. A maximum of three requests for leave or amendments to leave booked can be made by each parent.

The first two weeks following birth are the compulsory Maternity Leave period and may only be taken by the mother. This means that the mother cannot curtail her Maternity Leave to take SPL until two weeks after the birth and the absolute maximum period that the parents could take as SPL is 50 weeks between them. In most cases, mothers commence their Maternity Leave before their expected due date, and so any time taken before the birth is also deducted from the available 50 weeks.

The mother's partner can begin a period of SPL at any time from the date of the child's birth or placement. However, he/she would lose their entitlement to the two weeks' paid Paternity Leave if this has not been taken before the start of any SPL.

Notice Requirements for Shared Parental Leave

To take advantage of SPL, it is important that the following notifications are given in the correct timeframe.

An employee may only make three leave notice requests or variations of leave notices during a period of SPL. A notice for discontinuous leave that has been withdrawn before it is agreed

does not count towards the total number of requests for leave that an employee can make.

If the mother wishes to take SPL a curtailment notice must be provided stating the date the Maternity/Adoption leave is to end. That date must be:

- After the compulsory Maternity Leave period, which is the two weeks after birth
- At least eight weeks after the date on which the mother gave the Maternity/Adoption Leave curtailment notice to her employer
- At least one week before what would be the end of the Additional Maternity/Adoption Leave period.

Information required in any Shared Parental Leave Notice of Entitlement

With the curtailment notice, the employee must also provide the Company with the following details:

- The names of the mother and partner
- The start and end date of any Statutory Maternity or Adoption Leave
- The total amount of SPL available
- The child's expected week of birth, actual birth date, or date of placement
- How much SPL the mother and partner each intend to take
- An indication as to when they intend to take the Leave, although this will not be binding
- A signed declaration to confirm that:
 - They will be taking the Leave to care for the child
 - The mother has given notice to end her maternity/adoption entitlement
 - The information they have given is true and accurate
 - Should for whatever reason they cease to be eligible for SPL they will inform the Company

In addition, the mother's notice of entitlement must include a declaration signed by her partner stating:

- Their name, address, and national insurance number
- That they are the father of the child, or married to, the civil partner of, or the partner of, the mother or adopter.

If the employee is the partner, the partner's notice of entitlement and intention must set out:

- The names of the mother and partner
- The start and end date of any Statutory Maternity or Adoption Leave
- The total amount of SPL available
- The child's expected week of birth, actual birth date, or date of placement
- How much SPL the mother and partner each intend to take
- An indication as to when they intend to take the leave, although this will not be binding
- A signed declaration to confirm that:
 - They will be taking the Leave to care for the child
 - The mother has given notice to end her maternity/adoption entitlement
 - The information they have given is true and accurate

Within 14 days of receiving a notice of entitlement and intention from the employee, whether the mother or partner, the Company can request from the employee:

- An MATB1 Certificate, a matching certificate or birth certificate
- The name and address of the other parent's employer.

The employee has 14 days from the request to provide the information.

How to Book Leave

To take a period of SPL, the employee must write to the Company giving not less than eight weeks' notice before the start date of the first period of Leave.

The employee must set out the start and end dates of each period of SPL requested in that notice. This written notification may be given at the same time as a notice of entitlement, and can be a request for a continuous period of leave or discontinuous periods of leave.

Continuous Period of Shared Parental Leave

If an eligible employee gives a period of Leave notice requesting one continuous period of Leave, he/she will be automatically entitled to take that period of Leave.

Discontinuous Periods of Shared Parental Leave

An employee may submit a period of leave notice requesting discontinuous periods of leave. For example, the mother and partner could request a pattern of leave from their respective employers that allows them to alternate childcare responsibilities.

If the employee submits a period of leave notice requesting discontinuous periods of Leave, the Company, in the two weeks beginning with the date the period of Leave notice was given, can:

- Consent to the pattern requested
- Propose an alternative pattern
- Refuse the pattern of leave requested

The Company will have to consider what impact the arrangements would have on the business. If agreement is reached within those two weeks, the employee is entitled to take the leave on the dates agreed.

If no agreement has been reached within that two-week discussion period, the employee is entitled to take the leave as

one continuous period of leave (the default provision). In that event, the employee can choose a start date for when this Leave period will begin within 19 days of the date the notification was given, but the leave cannot start sooner than the initial notified start date. If no date is notified within this time period, the leave will begin on the start date stated in the original notification.

Alternatively, if the Company has refused the request or no agreement has been reached during the two-week discussion period, the employee may withdraw a period of Leave notice requesting discontinuous periods of Leave. The employee can withdraw a period of Leave notice at any time on or before the fifteenth day after the period of Leave notice was given.

Cancelling or Varying Curtailment Notice or Booked Shared Parental Leave

In certain circumstances, the employee may wish to withdraw a Maternity or Adoption Leave curtailment notice. In this case, the request must be in writing and can be given only if the mother has not returned to work. It could only be withdrawn in the following circumstances:

- The mother and partner cease to be eligible for SPL or ShPP and the mother withdraws her Maternity Leave curtailment notice within eight weeks of the date on which the notice was given
- If the notice was given before the birth, and the mother revokes the Maternity or Adoption Leave curtailment notice in the six weeks following the birth (for mothers only)
- The partner has died

Sometimes circumstances change and the employee may need to change or cancel his/her proposed SPL dates. To do this, he/she must write to the Company at least eight weeks before the dates varied begin and making clear what change he/she is seeking. This will count as a second notification.

The written notice must contain:

- An indication as to when the employee intends to take SPL (including the start and end dates for each period of leave)
- Details of any periods of SPL that have been notified through a period of leave notice
- Details of any periods of ShPP that have been notified in relation to periods where SPL was not to be taken
- A declaration signed by the mother and the partner that they agree to the variation

Rights During Shared Parental Leave

During SPL, all terms and conditions of the employee's contract except remuneration will continue. Pay will be replaced by ShPP (Shared Parental Leave and Pay)/pay under the organisation's enhanced shared parental pay scheme if the employee is eligible for it.

Communication and SPLIT Days

While an employee is on SPL, the Company will try to keep them up to date with important changes and developments within the Company. It is also helpful to discuss the employee's plans to return to work during this time. An employee can agree to work for the Company (or to attend training) for up to 20 days during their SPL without that work bringing the period of his/her SPL and pay to an end. These are known as 'Shared Parental Leave in Touch' (SPLIT) days. If you are entitled to receive ShPP for any week during which you attend work for SPLIT days, you will still receive this in the usual way. In addition, we will also pay you an agreed rate for the work you do work during a SPLIT day.

There is no obligation on the Company to offer work or on the employee to accept it.

Returning to Work Following Shared Parental Leave

The employee has the right to return to the same job when returning to work from SPL if the period of leave is 26 weeks or less.

If the employee is returning to work from SPL and the period of leave taken is more than 26 weeks, they have the right to return to the same job unless this is not reasonably practicable. In these circumstances the Company will find another job that is suitable and appropriate for him/her.

Parental Leave

Unpaid Parental Leave may be taken to look after a child or make arrangements for the good of the child.

Eligible employees:

- All employees employed by the Company for a minimum of one year
- Employees who have a child or children under the age of 18
- Employees who have become the adoptive parents of a child under the age of 18.

A maximum of 18 weeks per child (pro rata for part-time employees) may be taken in total.

If you wish to take Parental Leave, you should submit an application to your Line Manager. Leave should normally be taken in one-week blocks unless your child is disabled, up to a maximum of four weeks in a year; requests for longer periods will be dealt with on an individual basis. You should submit an application to take the time off 21 days prior to leave being taken. The Company must respond within two weeks. We will respond sympathetically to all requests, but, on occasion, may ask you to postpone the leave for business reasons. However, this cannot be for more than six months. Any leave at the time of childbirth or adoption cannot be postponed. We will keep a record of Parental Leave taken.



Resolving Problems

Resolving Problems

We believe that clear, open and fair procedures for the resolution of problems are necessary both for the success of This is Beyond and for the fair treatment of all our team.

General

Any grievance or complaint can be discussed informally, or through the formal grievance procedure. Often raising issues promptly at the time in a sensible way helps to solve them and prevent further difficulties.

For all hearings, we may, at our absolute discretion, use an external third party to carry out any part or parts of this procedure.

Investigations

It is not always necessary to hold an investigatory meeting, but where it is, everyone is required to co-operate fully with the investigation relating to disciplinary or grievance procedure. The Company will ask a Line Manager to investigate a complaint, or may, in some incidences, use an outside consultant to ensure impartiality.

Suspension

The Company may suspend you on appropriate contractual pay. Suspension is not a disciplinary penalty and carries no implication of guilt. Whilst on suspension, you must be available for work or meetings as required during normal working hours. During a period of suspension, your passwords will be barred and if you have access to the computer system it will be denied.

The Right to be Accompanied at Hearings

You can be accompanied at any disciplinary or grievance hearing by:

- A work colleague
- A full-time official employed by a trade union
- A lay official, so long as they have been certified in writing by their union as having received training in acting as a worker's companion at disciplinary and grievance hearings

Your representative has the right to explain or sum up your case, and to respond to any views expressed at the hearing.

The representative may not answer on your behalf. If the representative cannot attend on the date set for the interview, we will always postpone the interview for up to five days, or, at our discretion, longer.

Notes for colleagues

We are pleased for colleagues to support each other through these proceedings, but you are not obliged to do so. Having a colleague present helps to ensure that matters are dealt with fairly, and we appreciate your assistance. You are asked to respect the confidentiality of these proceedings.

Grievance Procedure

The aim of the Grievance Procedure is to resolve concerns that employees may have about their job, working conditions, or any other issue relating to their employment. The objective is to resolve issues quickly and to the satisfaction of both parties.

Stage 1

When there is an issue at work, we would ask that you raise it promptly and with the relevant person. If this fails or you feel the matter is more serious, then you can go to the formal procedure.

Stage 2

To make a formal grievance, set out your complaint in writing, giving as full an account of the situation as possible. This should be given to your Line Manager together with any relevant documents. If you feel your grievance cannot be given to your Line Manager, you should give the documentation to HR. We will invite you to a meeting to discuss the grievance, and ask how you think it can be resolved. It may be necessary for us to make further enquiries and hold a second meeting.

After the meeting, we will write to you with the outcome of the grievance. The letter will remind you of your right to appeal if you are not satisfied with the outcome.

In serious cases, or in cases where the Line Manager is the cause of the grievance, another Manager, Director or an independent consultant will be asked to investigate the complaint.

While an employee has an outstanding grievance or has been dismissed from the Company, it is policy that all passwords to sensitive Company equipment be changed and not re-issued to you until the grievance is resolved or the appeal process complete.

Disciplinary Procedure

In any organisation, it is essential that certain standards and levels of performance are maintained to ensure the smooth-running of the Company and the wellbeing of employees. The disciplinary procedure is designed to help and encourage all employees achieve and maintain acceptable standards of conduct, attendance and job performance. The aim is to ensure consistent and fair treatment for all employees.

The disciplinary process has been designed to help and encourage you to achieve and maintain good standards of conduct, attendance and job performance. On occasions, people may fall short of the expected standards of behaviour or performance. In these circumstances, disciplinary action may be taken.

At all stages of the formal disciplinary procedure, you will:

- Be given a right of reply to all and any allegations made against you BEFORE any decision or disciplinary action is taken
- Be advised of the nature of any disciplinary action taken against you and the consequences of such action
- Be advised of any improvement in conduct or performance required and over what timeframe
- Have the opportunity to be accompanied by a work colleague or Trade Union representative to any disciplinary hearing as described above

Disciplinary hearings will usually be conducted by your Line Manager.

You must take all reasonable steps to attend the meeting. Where you are unable to attend more than one meeting, the Company may, in certain circumstances, hold the meeting in your absence and make their decision based on the evidence available to them at the time.

At the meeting you will be given the opportunity to respond and to put forward any defence or arguments you want. You may ask questions, present evidence and call witnesses.

Depending on the severity of the offence and taking into account all the circumstances the disciplinary action may take any one of the following forms:

Stage 1

Informal counselling to give you an opportunity to rectify the situation.

Stage 2

A written warning will be issued if improvement does not result following informal counselling or for more serious breaches.

This will state the nature of the complaint, the required standards that must be met and, where appropriate, a time limit for improvement. It will also state that further disciplinary action will be followed if the required standards are not met. One copy will be retained by you and one placed on your file normally for a maximum of 12 months.

Stage 3

For serious matters, or where you have failed to reach the required standards after being warned, you may be given a final written warning. This will state the nature of the complaint, the required standards to be met and where appropriate a time limit for improvement. It will also state that you will be dismissed if the standards are not met or if there is further misconduct. One copy will be retained by you and one placed on your file normally for a maximum of 12 months.

Stage 4

Where there has been Gross Misconduct (in which case the first four stages may be omitted), or where you have failed to meet the required standards after due warnings have been given to you,

you may be dismissed. In extenuating circumstances, we may apply another sanction such as a disciplinary transfer, disciplinary suspension without pay or, where you are in a supervisory or management role, demotion to a lower grade. This will be confirmed in writing. In case of gross misconduct, the dismissal will normally be without notice (or pay in lieu of notice).

Appeals

You have the right of appeal against any disciplinary decision taken against you. Your appeal should be in writing and sent to the nominated individual within five working days of the decision, and state the reasons for your appeal. You will receive a reply within a further five working days setting a date for an appeal hearing. The decision from the appeal hearing will be final.

Misconduct

The following are examples of Misconduct and Gross Misconduct. These are examples only and not an exhaustive list:

- Poor timekeeping
- Unauthorised and unreasonable absence from work
- Failure to meet the adequate standard of job performance
- Failure to comply with procedures
- Failure to answer a question during a properly constituted investigation
- Minor violation of safety practices
- Minor breaches of Company regulations
- Improper use of business funds or property
- Inappropriate standards of dress
- Contravention of minor safety regulations
- Disruptive behaviour

Gross Misconduct

The following acts are examples of gross misconduct and, as such, are considered so serious that the employee may be liable to instant dismissal.

- Theft, wilful damage of, or negligence which leads to loss of, property or goods belonging to the Company, its clients or suppliers, or other employees
- Unreasonably refusing to the Company searching your bags or vehicle
- Unauthorised disclosure or use of confidential information from the Company, or about any of its clients
- Conduct likely to damage the reputation of the Company
- Drunkenness, or being under the influence of legal or illegal drugs
- Discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation or harassment or bullying of colleagues or clients associates or members of the public
- Accepting bribes or offering bribes
- Fraud, dishonesty, or any other offence which would be a breach of the law of the land
- Indecent, violent or offensive behaviour, assault or attempted assault of other employees, customer or clients, associates or members of the public
- Failure to carry out a reasonable order given by a Manager during working hours or serious disregard of duties
- Serious insubordination
- Serious breaches of the IT Security policy
- Slandorous or defamatory statements made regarding the Company, its employees, clients or associates either verbally, in writing (electronically or hard copy) or posted on social networking sites
- Serious breaches of the Health and Safety policy
- Serious interference with fire fighting equipment

Bullying and Harassment

The Company actively encourages an environment in which everyone is entitled to work without harassment, victimisation and bullying.

Harassment may be described broadly as “unwanted conduct affecting the dignity of men and women”. Where a particular form of conduct has the effect of making a person feel humiliated, threatened or that their privacy is being invaded, then that conduct will constitute harassment and should cease immediately.

We will not condone harassment and the procedure for dealing with complaints is set out below.

The policy applies to employees’ conduct in or out of office hours, when entertaining clients, or at work events.

All employees have a responsibility for complying with this policy and treating all colleagues with dignity and respect. If you believe that you have been subject to, or witnessed harassment, victimisation or bullying, you must inform your Line Manager or HR Manager so that we can keep our workplace free from unacceptable behaviour.

Procedure for dealing with cases of harassment

If you believe you are being subjected to any harassment then, in the first instance, you should ask the offender to stop or make it clear that such attention is unwelcome. If necessary, ask a friend or colleague to help you do this.

Such an informal approach may be all that is needed, but you should make a note of the details and keep them.

If your request is ignored and the harassment continues, or you feel unable to make the informal approach, please contact your Line Manager or HR immediately. Details will be taken and should

be confirmed in writing by the victim. This constitutes a formal complaint.

Either a Manager nominated by the Line Manager who took the complaint or an independent consultant will investigate the complaint. Allegations will be dealt with seriously and confidentially and there will be no victimisation of any employee making or being involved in a complaint.

In cases of serious alleged harassment, any employee directly involved may be suspended on full pay pending investigation.

If the harassment has taken place then the accused will be dealt with in accordance with the Disciplinary and Grievance procedures.

It is hoped that the implementation of this policy will ensure that all our employees work in an atmosphere of mutual trust, dignity and respect.

Poor Performance

The success of the Company depends on all employees working together to achieve the best possible standards of performance. We aim to provide support and training to enable all employees to fulfil their potential and deal with any changes that the Company may require.

However, sometimes people perform below the standard that the job requires, although they are not doing anything deliberately wrong.

In these cases, we believe that it is best to deal with these problems openly and fairly and to provide clarity and practical support to improve performance.

Monitoring performance

We monitor performance formally and informally through regular discussions that your Line Manager will have with you about your job and through the appraisal process.

Dealing with poor performance

Initially, your Line Manager will discuss any concerns about your performance informally with you. Often raising issues promptly helps to solve them by identifying acceptable standards and any support that may be needed.

If your performance continues to fall short of that required, your Line Manager will arrange a formal meeting to discuss this with you. You will have the right to be accompanied by a work colleague or a Trade Union representative. The letter inviting you to this meeting will outline what the potential sanction of the meeting may be.

At this meeting, your Line Manager will explain specific areas of your performance that aren't acceptable and you will have the chance to give reasons for this. You and your Line Manager will agree on a plan, covering ways in which you can be supported

to achieve acceptable standards, a date for review, and a clear indication of what will happen if there is no improvement, e.g., transfer or dismissal. When a formal performance plan is implemented, a disciplinary sanction may also be issued as an outcome of any formal capability meeting.

The timescale for improvement, with formal reviews, will vary depending on the nature of the problem and the role that the employee has within the Company. However, there will be a minimum of two formal capability meetings prior to any dismissal meetings.

At the final review, overall performance will be assessed, and, in most cases, this will be the end of the matter, as performance will have improved as agreed.

If sufficient improvements have not been made, consideration should be given as to whether you should be transferred to another role better suited to your skill set or, as a last resort, dismissed.

Appeal Procedure

If you are dismissed because you are not capable of performing your job to an acceptable standard, you have the right of appeal against this decision. Your appeal should be made in writing and sent to the nominated individual within five working days of the decision and state the reasons for your appeal. The decision from the appeal hearing will be final.

Health and Safety

Health and Safety

Both employer and individual employees have legal obligations to ensure, so far as is reasonably practicable, everyone's health, safety and welfare at work. The Company has a duty of care towards its employees. However, it is necessary that, as with any successful community, each individual takes a share of responsibility towards the group as a whole. The Health and Safety Policy outlines our commitment towards this. This is Beyond recognises fully its responsibilities for the health and safety of its employees, contractors and visitors and the general public, and will ensure that adequate facilities are provided to carry out the policy and monitor its implementation.

The Company's policy is to do everything reasonably practicable to provide and maintain a safe and healthy working environment for its employees, contractors and visitors and to safeguard the general public.

In providing this environment, This is Beyond have to conform to legal requirements and regulations. Equally, you are bound by law to abide by Company recommendations on health and safety. To ignore them may lead not only to disciplinary action, but also legal prosecution.

This is Beyond are required to bring to your attention details of the Company's policy in these matters and the arrangements for carrying out this policy. On your first day at work, you will be taken through an induction checklist and this should bring to your attention essential site safety information. You should be familiar with its content and follow the specified safe working practices for your working area. If you have not understood or find the information difficult to take in, on your first day, you must ask your Line Manager for clarification.

Our Health and Safety Policy is reflected in the following objectives:

- To provide safe and healthy working conditions and to set high standards for health and safety of employees and non-employees
- To maintain these standards by adhering to statutory requirements and by continually reviewing existing practices in order to ensure a healthy and safe working environment
- To ensure the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety of all our employees
- To ensure that Line Managers, supervisors and employees understand their responsibilities to ensure maximum health and safety in all activities for which they are responsible, or in which they take part
- To obtain the co-operation of all employees in the observance of this policy in order to provide healthy and safe working conditions, and freedom from accidents for all
- To maintain an up-to-date knowledge of the potential hazards of all equipment and materials used within the Company
- To assess the potential risk of materials before they are introduced to the Company and to re-assess any risks of equipment and materials at regular intervals.

Our Responsibilities

This is Beyond will take all reasonable steps within its power to:

- Comply with the requirements of the Health & Safety at Work Act (1974), associated regulations and any other relevant health and safety legislation
- Maintain safe access to a healthy and risk-free work place
- Ensure plant and machinery are safe, and that safe systems of work are set and followed
- Ensure that articles and substances are moved, stored and used safely
- Provide adequate welfare facilities
- Provide sufficient information, instruction, training and supervision to enable employees to avoid hazards and to contribute positively to the health and safety of everyone while at work
- Comply fully with the requirement for elected safety representatives and training to fulfil their functions (details of elected safety representatives will be displayed on notice boards)

Your Responsibilities

As an employee, under the Health and Safety at Work Act (1974), you have a legal obligation to assist in making the environment a safe place to work and have regard for the safety of your colleagues and others. When you become aware of a hazard in the work place, you must bring it to the attention of the authorised Health & Safety Officer (H&S Officer). In addition, you must fully comply with our Health and Safety guidelines by:

- Taking reasonable care of you own health and safety and that of others who may be affected by what you do or do not do
- Correctly using any protective equipment, clothing and footwear that are provided in accordance with training and instruction, if applicable
- Co-operate with us on health and safety and observe health and safety policies
- Not interfering with, or misusing, anything provided for your health, safety or welfare

First Aid Box

The first aid box is kept in a labelled drawer in the kitchen. If you are hurt or injured on Company premises, This is Beyond will arrange for you to receive first aid treatment. You can also go to anyone that is First Aid at Work-qualified for assistance (relevant employees are displayed on the Company notice board). If necessary, further medical assistance will be provided by the ambulance service or local hospital.

Fire Regulations

You must make sure you are fully aware of the fire drill. The drill, including what to do and where you should assemble, is displayed on Company notice boards and below. You should always take care whilst using equipment in the kitchen, like toasters and microwaves in case they over heat or give out smoke. When the fire alarm goes off, the building must evacuate the whole building every time. If the fire brigade have to come on-site and it is a false alarm, they will charge a penalty. If the building incurs any charges for a false alarm for toasters etc. that This is Beyond set off, then we, as a tenant, will be liable to pay the charge. You will be in turn liable for this fee, should you be found to be using the Company equipment negligently.

Accidents

All accidents, no matter how minor, must be reported immediately to a Manager or the Office Manager who will log in the accident book, this is kept in a labelled locker by the main entrance. These records are reviewed regularly to prevent similar accidents happening in the future.

Accident Prevention

It is your duty to minimise the possibility of an accident occurring. You should leave desks, offices and all other places of work tidy and safe at the end of the day. You should inform your Line Manager immediately of any faulty furniture, equipment or materials and also report any practices or processes that you believe to be unsafe.

Eye Care

Under the Health & Safety (Display Screen Equipment) Regulations (1992), the Company is obliged, under certain circumstances, to provide eye tests to staff, and where deemed necessary, to provide suitable corrective appliances (usually spectacles).

Display Screen Equipment User

It will generally be appropriate to classify someone as a Display Screen Equipment User if most or all of the following criteria apply:

- The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results
- The individual has no discretion as to the use or non-use of the display screen equipment
- The individual normally uses display screen equipment for continuous spells of an hour or more at a time
- The individual uses display screen equipment in this way more or less daily
- The performance requirements of the job demand high levels of attention and concentration by the user, for example, where the consequences of error may be critical.

Procedure

Eye tests can now be paid for using the company benefit 'Health Cash Plan' which is provided by Healthshield. This benefit is only eligible once you pass your probation period. You will be opted into the scheme at the start of the next calendar month after your probation period ends and your paperwork to confirm this has been processed.

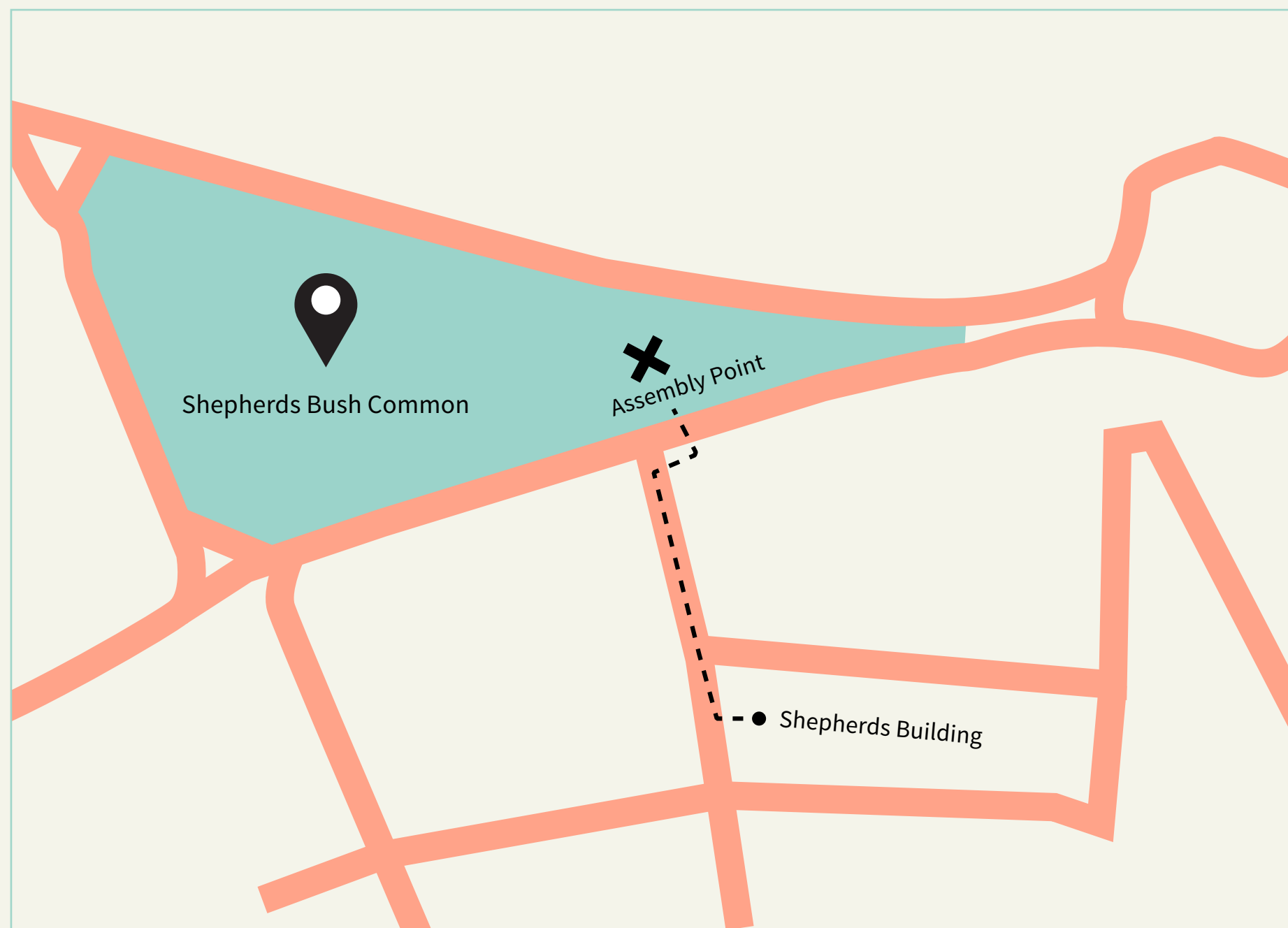
Evacuation Procedures

When you commence employment, you will be given full information on the emergency procedures applicable to the office. It is your responsibility to read the fire and safety instructions posted around the office.

It is important that you know the location of fire extinguishers and emergency exits appropriate to your department and other areas you use. You must never obstruct a fire exit; you could be held personally responsible.

If the alarms go off, you should leave the building as quickly as possible. Please note your nearest exit may not necessarily be the exit you are most familiar with, so it is your responsibility to find out where this may be. Should you discover a fire, raise the alarm and, if possible, close the doors and windows around the fire and keep other employees clear of the area.

Do not attempt to collect personal belongings and go straight to the designation area for, which is shown in the diagram below for registration. You should promptly find the Fire Warden and ensure they have accounted for you on their register. Do not run or panic, and do not re-enter the building until you are told it is safe to do so.



Manual Handling

Many injuries that happen at work are caused by failure to move or handle objects safely. You can protect yourself and minimise the risks by following these guidelines:

- Assess how heavy or awkward the item is and, if appropriate, ask for help.
- Plan how to hold the object and get a good grip (wear gloves if necessary)
- Stand close to the object with your feet apart and spread your weight evenly, then bend your knees and lift with your legs keeping your back in a natural line.
- Lift smoothly and keep the load close to your body; avoid twisting your body
- When carrying an object keep your arms tucked in and make sure you can see where you are going
- If equipment is provided, make sure you use it correctly

Drug and Alcohol Policy

This is Beyond are committed to providing a safe, healthy and productive working environment.

It is the responsibility of the Company to ensure, so far as is reasonably practicable, the health, safety and wellbeing of all employees. This includes ensuring that all staff are fit to carry out their jobs safely and effectively, in an environment that is free from alcohol and drug misuse, and where they understand the standards that are expected of them at work and at Company events.

Employees who are under the influence of drugs and or alcohol whilst at work may adversely influence their own safety, as well as the safety of their colleagues.

Aim

The aim of the policy is to establish clear and comprehensive rules, which will apply to all employees.

We want to alert all employees to the risks associated with taking illegal drugs, other illegal substance, and drinking excessive amounts of alcohol and to define a clear and consistent policy so you are informed as to how This is Beyond will deal with alcohol, drug and substance abuse. The policy also determines that all employees also have a responsibility to act in good faith and to promote the good name and effectiveness of This is Beyond and maintaining a high level of professionalism at all times. You are also expected to be trustworthy and to conduct yourself reasonably at all times.

We aim to provide a supportive environment to those with a drug or alcohol-related problem, who are committed to changing their behaviour. The policy encourages individuals who have, or suspect they may have, a drug, alcohol or other substance problems to seek help from their Line Manager or Human Resources.

Definition

Alcohol covers all alcoholic beverages. Drugs include all Class A, B and C substances; 'legal highs' or psychoactive drugs; drugs that are only legally available on prescription; solvents that are misused; and any other drug that has an adverse effect on your ability to carry out your work in a safe and effective way.

Rules

The taking of alcohol and drugs is strictly prohibited before working hours without consent of the Directors where appropriate functioning at work would be adversely affected, and at all times during working hours. For the avoidance of doubt, working hours include meals and other breaks.

This is Beyond forbid the use and/or storage of illegal drugs or substances on its premises and/or during all work-related events,

nor will it permit any employee to work whilst under the influence of illegal drugs or substances or excessive amounts of alcohol in the workplace or during all work-related events. Working whilst under the influence of illegal drugs/substances or too much alcohol can have very serious consequences, from serious allergic reactions to, in extreme cases, death. It can also lead to legal actions brought upon you if found in possession (which could result in prison sentences in most countries).

Disciplinary Action

If the Company suspects that there has been a breach of the above provisions, or that your work performance or conduct has been impaired through substance, drug or excessive alcohol abuse, the Company will immediately invoke the Disciplinary Procedure and you will be suspended on full pay pending an investigation and potential disciplinary hearing the outcome of which may result in your dismissal for gross misconduct.

Any employee found to be in possession of, or dealing in, illegal substances will be suspended on full pay pending an investigation and disciplinary hearing the outcome of which may result in your dismissal for Gross Misconduct. In all instances of this kind, the employee will be reported to the Police.

Special Circumstances

Where employees are entertaining clients or attend social functions outside of the normal working day, the Company accept that moderate amounts of alcohol may be consumed.

The Company insists that employees stay within the legal limit whilst driving a car and would strongly advise that no alcohol at all should be taken if driving.

Where employees are taking medication for a pre-diagnosed condition, the type of drug and its possible contra-indications must be reported by the employee to their Line Manager.

Confidentiality

An employee who has a drug or alcohol-related problem may approach their Line Manager or HR in confidence, within the provisions of the law, and receive help and support. Any absence during a rehabilitation period will be treated as normal sickness.

Smoking Policy

Smoking is dangerous to the health of both of smokers and non-smokers, and can be a fire hazard. This policy has been developed to protect all employees, clients and visitors from exposure to second-hand smoke and electronic cigarette vapour. It is also designed to ensure the Company complies with its responsibilities under the Health Act (2006), the Smoke-Free (Premises and Enforcement) Regulations (2006), Smoke-Free (Exemptions and Vehicles) Regulations (2007), Smoke-Free (Signs) Regulations (2007). Under this legislation, it is a criminal act to smoke in any public or work place, including Company vehicles. For clarity, the use of electronic cigarettes or similar devices are not permitted in the workplace, Company vehicles or while on Company business.

The Company acknowledges that some employees may wish to make use of electronic cigarettes, particularly as an aid to giving up smoking. Although they fall outside the scope of smoke-free legislation, we do prohibit the use of these. This is due to the vapour, which could provide an annoyance or health risk to other employees, and the fact that some e-cigarette models can look like cigarettes, which could make our policy difficult to manage and create an impression for other visitors, customers or employees that it is acceptable to smoke.

It is the policy of this Company that all Company premises and workplaces are smoke- and vapour-free. Accordingly, the Company does not allow employees at any level in the organisation, services users, clients or visitors to smoke on its premises or in its vehicles.

You are not permitted to smoke cigarettes or e-cigarettes on Company premises, including anywhere on its premises, whether inside or out, at any time whether during or outside your normal hours of work. You are required and obliged to adhere to this policy. The Company will inform any visitors, clients or service users who come onto the premises that they are not permitted to smoke. New employees will be informed of this policy at recruitment and/or at induction.

If you smoke or vape on Company premises, you will be subject to the Company's disciplinary procedures. Those who do not comply with this policy and the Health Act may also be subject to a fixed penalty fine and possible criminal prosecution.

It is your responsibility, as an employee of the Company, to inform any visitor, whether or not you are responsible for them personally, that they are not permitted to smoke on the premises. You should speak to any Manager immediately if any visitor smokes on the premises and refuses to stop when requested, whether by you or anyone else.

If you wish to smoke or vape, you may do so off the Company premises.

If you smoke and wish to stop, the NHS offers a range of free services to help smokers to give up. You can call the NHS Smoking Helpline free on 0300 123 1044 for details.

IT Security Policy

Regulations for the Use of Computer Facilities Offered

These regulations are designed to protect the Company and individuals against misuse and to provide guidelines applying to the use of all onsite facilities, and to facilities provided by the Company for off-site usage.

The computer systems used by This is Beyond are essential to the Company's operations. You should ensure that, at all times, your actions or in-actions do not compromise the working operation of the computer system. If you are unclear about any aspect of the policy, you should speak to your Line Manager or the person responsible for the computer system. Any breach of the policy on the use of computers, email and the Internet will be dealt with through the Disciplinary Procedure. Serious breaches of this Policy could be considered as being an act of gross misconduct and may result in the termination of your employment.

You are responsible for your equipment and at the end of each working day; you are required to lock away your laptop and other valuable items, such as iPads or camera equipment. This should be done without fail and negligence in not doing so may result in disciplinary action.

Hardware owned, leased, rented or otherwise by employees or third parties approved by the Company may only be directly connected to the network by arrangement with, and with the explicit approval of the HR Manager. Such equipment may access the network or other facilities only in accordance with the terms of these regulations.

The facilities may be used only in connection with employees' work for the Company. They must not be used for work of undeclared financial benefit to employees, or the transmission of unsolicited commercial material without the express permission, in writing, of the HR Manager.

You must read the Data Protection Policy to ensure that you understand your individual and the Company's responsibility with regards to data.

You must not interfere with the work of others or the system itself. The facilities must be used in a responsible manner – in particular, you must not:

- Access, store or distribute material that is designed or likely to cause annoyance, inconvenience, needless anxiety or offence
- Access, store or distribute obscene or indecent material, pornography, etc.
- Access, store or distribute defamatory material
- Access, store or distribute material that infringes the copyright of another person
- Use computing equipment for playing games
- Use computer equipment for gambling
- Use computer equipment for any kind of personal gain (e.g., advertising goods or services)
- Gain deliberate unauthorised access to facilities or services accessible via local or national networks or access, store or distribute programmes designed to facilitate such access
- Engage in activities that waste resources (your own or other people's time, networks or computers), or that are liable to cause a disruption or denial of service to other users. This includes the following: introduction of viruses into computer systems; use of Internet Relay Chat facilities; use of peer-to-peer networking products; use of Internet TV, radio or similar streamed media services
- Engage in any lobbying or political activity
- Engage in any activity that brings the Company into disrepute, breaches confidentiality or is in any way discriminatory
- Engage in activities that are illegal, or that might contribute to the commission of an illegal act
- Engage in any transaction purporting to be representing the Company when not authorised
- Enter into any contract or subscription on the Internet on behalf the Company, without specific permission from the your Line Manager

Employees who are authorised users are only permitted to surf the Internet for personal and private use, log on to social networking and video sharing websites such as Facebook, Twitter, Instagram and YouTube, or use the Company IT systems to keep a personal weblog ('blog') at designated times during the day. The designated times are either before or after normal working hours and during any lunch break. The Company reserves the right to restrict access to social networking and video-sharing websites at any time.

The Company's IT and communication resources are valuable and expensive business resources, and must be treated with care and respect. You must not:

- Modify or attempt to fix any of the Company's IT and communication resources. Any fault should be reported immediately to the Office Manager
- Download or install any programme, software or screensaver onto the Company's IT equipment which has not been approved
- Copy, modify, transfer or remove any of the Company's software, data or resources without permission from the Company

We are guardians of considerable amounts of sensitive data, and it is vital for our business integrity that care is taken to safeguard both the information and the database systems themselves.

Checking in and out IT Equipment

This is Beyond has an asset management system, used to keep track of all IT equipment coming in and out of the company for all staff members. If you are borrowing equipment that is not part of your daily use (which has been assigned to you) then it is extremely important that you check out any equipment you are taking outside of the office and check it back in once returned. All employee's monitors and laptops have a This is Beyond asset tag with a unique number; this is the number you will use to check-in/out the equipment.

IT Agreement

When you first join This is Beyond, all staff members are required to sign an IT agreement to confirm what equipment has been given to you. If you leave the company, all equipment loaned to you will need to be returned in good working order.

Computer and Password Rules, and Management

You must not gain unauthorised access to or violate the privacy of other people's files, corrupt or destroy other people's data, or disrupt the work of other people.

You are responsible for the security of your computer terminal (whether desktop or laptop) and must not allow the terminal to be used by anyone not employed by the Company.

You will be issued with a login ID and password. You must keep these secure and you must not disclose them to anyone else.

You must not:

- Permit anyone else to use your login ID or password
- Use any other person's login ID or password
- Change your login ID or password unless otherwise instructed by the Office Manager

If you leave your work station for any period of time, you should take appropriate action and, in particular, you should log off and/or set your screen saver with an appropriate password.

It is your responsibility to prevent inappropriate access to your files. Your password must be kept safe and not be disclosed to anyone.

Email Policy

The use of the email system for business purposes within the Company is encouraged, as it facilitates communication and improves efficiency. Used correctly, it is a facility that is of assistance to staff, clients, consultants and suppliers. Inappropriate use, however, can cause many problems, ranging from minor distractions to legal claims against the Company. The Company may check and review your emails.

Personal use of the Company email system is permitted provided that it is not excessive and does not interfere with the performance of your duties or distract others from their duties. Your work email account must not be used:

- For the transmission of unsolicited commercial or advertising material, chain letters, press releases, jokes, or other junk-mail of any kind
- For the transmission of any pictures, video or sound files unless for business purposes
- Knowingly for the transmission of any file that contains a virus or malicious programme code that could inhibit, damage or destroy the recipients' IT software, systems and or equipment

And you must not:

- Send or forward emails containing anything which may be considered offensive or harassing, including discrimination against others based on their race, gender reassignment, sex, pregnancy or maternity, sexual orientation, age, disability, religious or political beliefs, marital or civil partnership status
- Send or forward sexually oriented emails or images
- Send potentially defamatory emails
- Send unnecessary or trivial emails, such as jokes or gossip

If you receive any of the above from an internal source, you should raise the issue with your Line Manager.

It is absolutely essential that you do not open emails or attachments from non-trusted sources, as it is easy for viruses to enter the network. If you have any doubts about the source or content of an email, do not open it. Contact the Office Manager and allow them to assess the email.

Content and Style of Emails

Emails tend to be treated more informally than other written correspondence. However, emails form a permanent record of any correspondence and nothing should be put in an email that you would not be prepared to put on an internal memorandum or on Company-headed paper. Review each email carefully before sending it.

Emails must never contain anything unprofessional, or any content that could damage the Company's reputation. You should not refer to anyone (either internally or externally) in an email in a way that you would not want them to read.

You must not send emails that are irresponsible, or likely to cause offence, or use network messaging without authority. "Irresponsible" use includes unsolicited postings to large numbers of people or indiscriminate postings.

Internet Policy

This is Beyond allow the private use of the Internet within working hours, however it may investigate cases where individual employees spend excessive amounts of their time on the Internet.

The Company reserves the right to further investigate the use of the Internet by individual employees or indeed all employees, where it believes there is a breach of the Company's Internet Policy, or to protect the rights of other employees.

You should not deliberately access sites that may contain material that is (or may be) illegal, defamatory, or have content that is pornographic, inappropriate or offensive and, under no circumstances whatsoever, should such material be downloaded or distributed within the Company.

You are strictly prohibited from accessing, downloading or viewing any site that may:

- Contain pornographic, obscene or offensive material
- Contain discriminatory material
- Promote criminal or unlawful activities
- Be threatening, abusive, libellous or defamatory
- Encourage conduct that would constitute a criminal offence, give rise to civil liability, or otherwise violate any local, national or international law
- Infringe copyright and/or other intellectual property rights of people or companies, including, but not limited to, software programs protected by copyright or material produced by someone else

Never use the Internet to transmit confidential personal or business-sensitive information. You may not use the Company's Internet facilities for personal financial or commercial gain.

You must not download any software from the Internet without the authorisation of your Line Manager or Office Manager. The organisation may check and review your computer files,

Internet and IT usage. Any unauthorised use of the Internet will be treated as a disciplinary matter. You should be aware that the Company will treat any downloaded material that may be regarded as harassment or discrimination as a serious disciplinary matter.

Social Media

Employees are reminded that the confidentiality clause contained in their contract of employment extends to the use of the Internet, social networking sites and blogs. Employees are also reminded of their responsibility to act appropriately and professionally at all times when using these sites. Consider carefully whether it is appropriate to befriend a client or customer, bearing in mind the content that they may be privy to and the implications of this. Where employees decide to use these sites, they must not display or knowingly allow to be displayed on the Internet any information that could be considered to be confidential.

As a Company, we recognise that social media will be an important element of driving our business forward. We are also aware that social media will not be used exclusively for business. The following guidelines are intended to help determine acceptable standards when you are online using social media and other related sites.

Employees must ensure that any entries made on social media and social networking sites at work, or outside of working hours, such as Facebook, Instagram, YouTube, Twitter, LinkedIn or blogs etc., both personal and business-related, are appropriate. This is not an exhaustive list of sites and this policy covers future derivations of social media/networking sites. They must not damage the reputation of the Company, its clients, customers, associates, freelancers or any employee of the Company. It should be remembered that any business or personal usage that brings the Company, its clients, customers, associates, freelancers or any employee of the Company into disrepute is totally unacceptable and will be classed as Gross Misconduct.

You are responsible for what you post. Never use the Company's name to promote your own ideas. Employees who are permitted to use social media tools for business use should always remember that they are representing our business, brand and reputation. When you are online and interacting with other people on the Internet you are speaking on behalf of the Company. Identify yourself as a This is Beyond employee; we want anyone who interacts on social media activities to represent the best interests and standards of our brand. When creating a blog, you must obtain permission from your Line Manager and use your own name, not an alias. Never use a client's name in a blog or online unless you have their written permission to do so. Be careful about information you share about yourself and others within the Company, so that your colleagues are treated with respect for their confidentiality. If in doubt, check the content with your Manager.

You must not become involved in arguments or disagreements with conversations or postings relating to the Company, employees, clients, customers, associates or freelancers. If an employee discovers these they must report them to their Line Manager. If an employee is approached with a negative complaint or an awkward question regarding those as detailed in this policy, they must report this immediately to their Line Manager.

At no time must an employee make comments on social networking sites or blogs about those individuals as detailed above that are unpleasant or inappropriate. Employees must also not engage or be seen to endorse a group or comment made by someone else, which is of the nature as detailed in this policy. It is of the utmost importance that we respect and value others and show professionalism and integrity at all times.

If at any time an employee feels the need to make comments or endorse those as detailed in this policy, they should instead raise their concerns internally using the Company grievance procedure.

Failure to adhere to this policy may result in disciplinary action being taken, up to and including dismissal.

If you leave the Company your access to Company social media accounts will be stopped and you will be asked for the usernames and passwords, as they are the property of the Company. The Company may also require these details at any other time and you must supply them on request.

Monitoring

The Company may check and review the contents of email or files belonging to computer users to maintain the functionality of the system, or when the Company has reason to suspect that these regulations are being breached. Users are therefore advised that such monitoring can and may occur. Please note email messages, even when they have been deleted from the Company's email system, can be traced and retrieved. The person or persons involved in creating or forwarding any offending email can be identified. Emails are admissible in a court of law.

The Company will hold individual employees personally liable if they or their customers or clients suffer any loss or damage to reputation as a result of any breach of these conditions.

The Company may create an archive version of your email account and file server data to be held for an appropriate amount of time. The Company may inspect the contents of your email account and also any files stored on the file server.

General

The Company will hold individual employees personally liable if they or their associates, business partners or clients suffer any loss or damage to reputation as a result of any breach of these conditions.

We are guardians of considerable amounts of sensitive data and it is vital for our business integrity that care is taken to safeguard both the information and the database systems themselves and all actions are in line with our Data Protection Policy.

Failure to adhere to this policy may result in disciplinary action being taken against you, up to and including dismissal for Gross Misconduct.



Data Protection Policy

We take the security and privacy of your data seriously, but we need to gather and use information or ‘data’ about you as part of our business and to manage our relationship with you.

We are committed to complying with all our Data Protection legal obligations

This policy applies to current and former employees, workers, volunteers, interns, apprentices and consultants. If you fall into one of these categories then you are a ‘data subject’ for the purposes of this policy. You should read this policy alongside your contract of employment (or contract for services) and any other notice we issue to you from time to time in relation to your data.

The Company has separate policies and privacy notices in place in respect of job applicants, customers, suppliers and other categories of data subject. A copy of these can be obtained from the HR Manager who is the person responsible for data in the Company.

The Company has taken steps to protect the security of your data in accordance with our Data Protection Policy and will train staff about their data protection responsibilities as part of the induction process. We will only hold data for as long as necessary for the purposes for which we collected it.

The Company is a ‘data controller’ for the purposes of your personal data. This means that we determine the purpose and means of the processing of your personal data.

This policy explains how the Company will hold and process your information. It explains your rights as a data subject. It also explains your obligations when obtaining, handling, processing or storing personal data in the course of working for, or on behalf of, the Company.

This policy does not form part of your contract of employment (or contract for services if relevant) and can be amended by the Company at any time.

Data Protection Principles

Personal data must be processed in accordance with six ‘Data Protection Principles.’ It must:

- Be processed fairly, lawfully and transparently
- Be collected and processed only for specified, explicit and legitimate purposes
- Be adequate, relevant and limited to what is necessary for the purposes for which it is processed
- Be accurate and kept up-to-date. Any inaccurate data must be deleted or rectified without delay
- Not be kept for longer than is necessary for the purposes for which it is processed
- Be processed securely

We are accountable for these principles and must be able to show that we are compliant.

How We Define Personal Data

‘Personal data’ means information that relates to a living person who can be identified from that data (a ‘data subject’) on its own, or when taken together with other information that is likely to come into our possession. It includes any expression of opinion about the person and an indication of the intentions of ourselves or others in respect of that person. It does not include anonymised data.

This policy applies to all personal data whether it is stored electronically, on paper or on other materials.

This personal data might be provided to us by you, or someone else (such as a former employer, your doctor or a credit reference agency), or it could be created by us. It could be provided or

created during the recruitment process, or during the course of the contract of employment (or services), or after its termination. It could be created by your Manager or other colleagues.

The types of personal data we collect and use about you is included in the Privacy Notice that is issued with your contract of employment.

How We Define Special Categories of Personal Data
‘Special categories of personal data’ are types of personal data consisting of information as to:

- Your racial or ethnic origin
- Your political opinions
- Your religious or philosophical beliefs
- Your genetic or biometric data
- Your health
- Your sex life and sexual orientation
- Any criminal convictions and offences

We may hold and use any of these special categories of your personal data, as detailed in the Privacy Notice, in accordance with the law.

How We Define Processing

‘Processing’ means any operation that is performed on personal data, such as:

- Collection, recording, organisation, structuring or storage
- Adaption or alteration
- Retrieval, consultation or use
- Disclosure by transmission, dissemination or otherwise making available
- Alignment or combination
- Restriction, destruction or erasure

This includes processing personal data that forms part of a filing system and any automated processing.

How Will We Process Your Personal Data

The Company will process your personal data (including special categories of personal data). We will use your personal data for:

- Performing the contract of employment (or services) between us
- Complying with any legal obligation
- If it is necessary for our legitimate interests (or for the legitimate interests of someone else). However, we can only do this if your interests and rights do not override ours (or theirs). You have the right to challenge our legitimate interests and request that we stop this processing.

We can process your personal data for these purposes without your knowledge or consent. We will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it.

Examples of when we might process your personal data can be found in the Privacy Notice. We will only process special categories of your personal data in certain situations in accordance with the law. For example, we can do so if we have your explicit consent. If we asked for your consent to process a special category of personal data, then we would explain the reasons for our request. You do not need to consent and can withdraw consent later if you choose by contacting the HR Manager, who is the person responsible for Data in the Company.

We do not need your consent to process special categories of your personal data when we are processing it for the following purposes, which we may do:

- Where it is necessary for carrying out rights and obligations under employment law
- Where it is necessary to protect your vital interests or those of another person where you/they are physically or legally incapable of giving consent
- Where you have made the data public
- Where processing is necessary for the establishment,

exercise or defence of legal claims

- Where processing is necessary for the purposes of occupational medicine or for the assessment of your working capacity.

We might process special categories of your personal data for the purposes stated in the Privacy Notice; in particular, we may use information in relation to:

- Your race, ethnic origin, religion, sexual orientation or gender to monitor equal opportunities
- Your sickness absence, health and medical conditions to monitor your absence, assess your fitness for work, to pay you benefits, to comply with our legal obligations under employment law including to make reasonable adjustments and to look after your health and safety.

We do not take automated decisions about you using your personal data or use profiling in relation to you.

Sharing Your Personal Data

Sometimes we might share your personal data with group companies or our business partners, contractors and agents to carry out our obligations under our contract with you or for our legitimate interests.

We require those companies to keep your personal data confidential and secure, and to protect it in accordance with the law and our policies. They are only permitted to process your data for the lawful purpose for which it has been shared and in accordance with our instructions.

We use the following contractors to carry out our Company business:

- MSP Payroll to store and manage your personal data with regards to your pay
- HR Dept. Twickenham, Richmond, Hammersmith & Fulham (our outsourced HR Company)
- Infinity Travel, our appointed Company travel agent

We may need to send your personal data outside the European Economic Area in relation to your travel arrangements in Morocco, South Africa, Indonesia or the USA, and, if we do so, we will inform you prior to it happening with details of the data we need to send. If this changes, you will be notified of this and the protections that are in place to protect the security of your data will be explained.

How Should You Process Personal Data for the Company?

Everyone who works for, or on behalf of, the Company has some responsibility for ensuring data is collected, stored and handled appropriately, in line with this policy and the Company's IT Security and Data Retention policies.

The Company's HR Manager is responsible for reviewing this policy on the Company's data protection responsibilities and any risks in relation to the processing of data. You should direct any questions in relation to this policy or data protection to this person and address any written requests to her.

You should only access personal data covered by this policy if you need it for the work you do for, or on behalf of the Company and only if you are authorised to do so. You should only use the data for the specified lawful purpose for which it was obtained.

- You should not share personal data informally
- You should keep personal data secure and not share it with unauthorised people
- You should regularly review and update personal data that you have to deal with for work; this includes telling us if your own contact details change
- You should not make unnecessary copies of personal data and should keep and dispose of any copies securely
- You should use strong passwords
- You should lock your computer screens when not at your desk
- Consider anonymising data or using separate keys/codes so that the data subject cannot be identified
- Do not save personal data to your own personal computers or other devices
- Personal data should never be transferred outside the European Economic Area, except in compliance with the law and authorisation of the person for responsible for Data in your Company

- You should lock drawers and filing cabinets and refrain from leaving paper with personal data lying about
- You should not take personal data away from Company's premises without authorisation from your Line Manager or the HR Manager
- Personal data should be shredded and disposed of securely when you have finished with it
- You should ask for help from the HR Manager if you are unsure about data protection or if you notice any areas of data protection or security we can improve on
- Any deliberate or negligent breach of this policy by you may result in disciplinary action being taken against you in accordance with our disciplinary procedure
- It is a criminal offence to conceal or destroy personal data that is part of a subject access request (see below) – this would also amount to gross misconduct under our disciplinary procedure and could result in your dismissal

How to Deal with Data Breaches

We have robust measures in place to minimise and prevent data breaches from taking place. Should a breach of personal data occur (whether in respect of you or someone else) then we must take notes and keep evidence of that breach. If the breach is likely to result in a risk to the rights and freedoms of individuals, then we must also notify the Information Commissioner's Office within 72 hours.

If you are aware of a data breach you must contact the person responsible for data immediately and keep any evidence you have in relation to the breach.

Subject Access Request

Data subjects can make a 'subject access request' ('SAR') to find out the information we hold about them. This request must be made in writing. If you receive such a request, you should forward it immediately to the person responsible for data in your Company, who will coordinate a response.

If you would like to make a SAR in relation to your own personal data, you should make this in writing to the person responsible for data in the Company. We must respond within one month unless the request is complex or numerous, in which case, the period in which we must respond can be extended by a further two months.

There is no fee for making a SAR. However, if your request is manifestly unfounded or excessive, we may charge a reasonable administrative fee or refuse to respond to your request.

Your Data Subject Rights

- You have the right to information about what personal data we process, and how and on what basis as set out in this policy.
- You have the right to access your own personal data by way of a subject access request (see above).
- You can correct any inaccuracies in your personal data – to do so you should contact the person responsible for data in the Company.
- You have the right to request that we erase your personal data where we were not entitled under the law to process it or it is no longer necessary to process it for the purpose it was collected – to do so, you should contact the person responsible for data in the Company.
- While you are requesting that your personal data is corrected or erased or are contesting the lawfulness of our processing, you can apply for its use to be restricted while the application is made to do so you should contact the person responsible for data in the Company.
- You have the right to object to data processing where we are relying on a legitimate interest to do so and you think that your rights and interests outweigh our own and you wish us to stop.
- You have the right to object if we process your personal data for the purposes of direct marketing.
- You have the right to receive a copy of your personal data and to transfer your personal data to another data controller; we will not charge for this and will in most cases aim to do this within one month.
- With some exceptions, you have the right not to be subjected to automated decision-making.
- You have the right to be notified of a data security breach concerning your personal data.
- In most situations we will not rely on your consent as a lawful ground to process your data. If, however, we do request your consent to process your personal data for a specific purpose, you have the right not to consent, or

to withdraw your consent later. To withdraw your consent, you should contact the person responsible for data in the Company.

- You have the right to complain to the Information Commissioner. You can do this by contacting the Information Commissioner's Office directly. Full contact details, including a helpline number, can be found on the Information Commissioner's Office website (www.ico.org.uk). This website has further information on your rights and our obligations.

How We Do Business

How We Do Business

This is Beyond have strived to build a good reputation over the years. This policy sets out requirements for employees, which are designed to maintain the reputation for integrity and protect employees from accusations of impartiality in commercial matters.

Conflict of Interest

The requirements are based on three principles, and relate to the activities of all employees.

- Employees will not allow their outside activities to interfere with their work or allow any conflict between their duties and their private interests to affect their ability to carry out these duties effectively
- Employees will not make use of or exploit the Company, brand names associated with This is Beyond, their connection with the Company, or information obtained in the course of their duties to further their own private interests, or those of any outside organisation, to the detriment of the Company
- Employees will not act in a manner likely to bring the Company, or its shareholders and partners, into disrepute or to affect its reputation for integrity

Throughout your employment with This is Beyond, you shall not be concerned or interested, directly or indirectly, and whether solely or with others, in any trade, business or occupation that competes with the interests of This is Beyond or has the potential of causing a conflict of interest, without the prior written permission of the Chief Executive Officer. This does not prohibit your right to hold shares, securities or debentures in any other Company as a bona fide investor.

This is Beyond will not permit any employee, under any circumstances, to make private contact with clients or use information contained in the Company's database for private purposes. Anyone found to be in breach of this will be dealt with through the Disciplinary Procedures. You are required

to immediately advise the Chief Executive Officer if you are approached to provide information that is regarded by the Company as being confidential.

Before engaging in any other employment outside of This is Beyond, you should gain written permission from the Chief Executive Officer. Although permission will not be unreasonably withheld, it may not be given or may be withdrawn if the 'other' employment interferes or affects, in any way, your ability to effectively carry out your duties, or causes a conflict of interest. If permission is given for you to engage in other employment, and the total amount of hours you work (by combining all paid working hours) exceeds 48 hours per week, you will be required to complete a Working Time Consent Form, contracting yourself out of the Working Time Regulations.

This is Beyond will not permit any employee, under any circumstances, to undertake private work for clients of the Company. Anyone found to be in breach of this will be dealt with through the Disciplinary Procedures. You are required to immediately advise your Line Manager if you are approached by a client or Company to enquire about private work.

Confidentiality

During the course of your employment with This is Beyond, you will have access to confidential information. Some examples are:

- Any information included on the Company's database
- The movements, whereabouts and private matters of all colleagues and Directors
- Marketing strategies and forward business plans
- Client lists and details of client contracts
- Pricing strategies, discount rates and sales figures
- List of suppliers and rates charged
- Information supplied by clients or suppliers either in confidence or for the use of the Company
- Information concerning any litigation proposed in progress or settled
- Financial schedules, including cost and profit center, information and profitability of events

This list is not exhaustive.

You should remember that it is possible to divulge or communicate information by means of unguarded conversations or by accidentally allowing documents to be read or copied. Failure to abide by these confidentiality obligations may render you liable to disciplinary action, including summary dismissal. Every care should be taken in copying, carrying, distributing, storing and destroying documents to maintain confidentiality.

To protect the business of This is Beyond, you are expressly forbidden, either during or after your employment, to disclose any confidential information relating to This is Beyond, either verbally or in writing, to any person or Company, or make use of any such information without the prior written consent of the Chief Executive Officer. This clause shall not affect the Company's common law rights. This is Beyond reserve the right to seek adequate compensation and an injunction against you and any third party if this obligation is not fulfilled.

Ethical Policy

This is Beyond have documented quality standards for levels of service given to clients. We monitor these standards and always seek to improve. In a similar way, we have high expectations of all our Managers and employees regarding the way in which they conduct their business transactions.

The Company does not support the offering or acceptance of personal gifts. Any gifts, favour or hospitality offered to a member of the Company must be declared to your Line Manager. Where it would be offensive to refuse, gifts will be raffled and the proceeds donated to charity.

Bribery Policy

The Company is committed to ensuring that all our commercial dealings meet the highest professional standards. It would never be acceptable for anyone to accept or offer bribes in any business transaction.

Bribes may come in a variety of forms, such as corporate hospitality, charitable donations, personal gifts and hospitality, as well as money. Any employee being offered any of these must report this to your Line Manager, who will advise how to manage the situation. Breaches of this rule will result in disciplinary action up to and including dismissal.

This policy applies to the Directors, our employees throughout the business, suppliers, outsource partners, consultants and to all markets in which we do business.

Company Supplier and Partner Interaction Policy

At This is Beyond, we value the relationships we have with our suppliers and partners and recognise the importance of maintaining transparency, integrity, and professionalism in all our interactions. To ensure that these relationships are built on trust and respect, this policy outlines the guidelines regarding requesting or accepting freebies, gifts, or favours from our

suppliers or partners. This policy applies to all employees, contractors, and representatives of This is Beyond who engage with our suppliers and partners on behalf of the company.

- **Employees are prohibited from requesting, soliciting, or accepting any freebies, gifts, or favours from our suppliers or partners unless such requests or acceptance has been explicitly discussed with and approved by the Chief Executive Officer (CEO) or their designated representative.**
- **If an employee believes there is a valid reason to request or accept a gift or favour from a supplier or partner, they must disclose their intent to their immediate supervisor or manager, who will assess the situation and, if necessary, seek approval from the CEO.**
- **In rare and exceptional circumstances, the CEO may grant approval for the acceptance of gifts or favours from suppliers or partners. Such exceptions will be considered on a case-by-case basis and must be documented for transparency.**
- **Any approved gifts or favours received must be promptly reported to the CEO or their designated representative, providing details of the gift, its estimated value, and the reason for acceptance. This reporting helps ensure transparency and accountability.**
- **In cases where the CEO or their designated representative grants approval for the acceptance of gifts or favours, these must have a reasonable and customary value. Employees should use their judgement to avoid situations that could create a perception of impropriety.**
- **Accepting gifts or favours from suppliers or partners should never influence or compromise our decision-making processes, business dealings, or the quality of products and services provided by the company.**
- **While maintaining professionalism and fairness, employees should avoid engaging in practices that could be perceived as a quid pro quo arrangement, where gifts or favours are given with the expectation of receiving something in return.**

Non-compliance with this policy may result in disciplinary action, up to and including termination of employment or contractual relationships, depending on the severity of the violation.

This policy will be periodically reviewed and updated as necessary to ensure its continued effectiveness and relevance. Any proposed changes will be communicated to all employees, contractors, and representatives of This is Beyond.

Purchasing and Commissioning

The overriding principle is that all dealings with current and potential suppliers and customers are seen to be properly handled, with the application of high standards of objectivity, integrity and fairness.

This is Beyond are involved in commissioning work and in tenders for contracts with other organisations. Unless the CEO has given specific permission, employees must not provide information, support or assistance to any Company or organisation tendering for work with them that would in any way enhance their chances of being successful in their bid.

Intellectual Property

All intellectual property, software, systems, structures and processes being used or designed by you during the course of your employment with This is Beyond in relation to the projects and applications, and all patents, designs, copyright and other artistic, commercial or intellectual property rights covering the same, are the absolute property of This is Beyond At the Company's expense, you will do all things necessary to ensure these remain the property of This is Beyond This does not affect your rights under the Patents Act 1977.

Public Appearance and Comments in the Public Domain
To protect the business of This is Beyond you are expressly forbidden, either during or after your employment, to:

- Directly or indirectly publish or place into the public domain (including social media sites) any opinion, fact or material on any matter connected with or relating to the business of This is Beyond, or to any other associated Company or client of the Company
- Make any public appearances or comments to the media (including all areas of the public domain) on any matter connected with or relating to the business of This is Beyond, or any other associated Company or client of the Company

Any requests for comments, opinions or public appearances should be referred to the Chief Executive Officer. This does not affect your right to disclose appropriate information to relevant bodies under the Public Disclosure Act 1998.

Public Interest Disclosure Policy
(Whistle-Blowing Policy)

We encourage an open culture in all our dealings with employees, Managers and all the people with whom we come into contact. Effective and honest communication is essential if malpractice is to be effectively dealt with. The procedure below provides guidelines to all our employees, casual staff, temporary agency staff, freelancers, trainees, home workers and contractors who feel they need to raise certain issues in confidence.

The Public Interest Disclosure Act (1998), commonly known as the 'Whistle Blowing Act', protects workers who raise legitimate concerns about specified matters from being dismissed by the Company; being subjected to detrimental treatment; victimised by either the Company or colleagues as a result, provided certain criteria are met. Certain kinds of disclosures qualify for protection and these are set out below. These are disclosures of information that a worker reasonably believes are made in the public interest. They tend to show one or more of the following relevant failures is

either happening now, took place in the past, or is likely to happen in the future:

- A criminal offence has been committed, including offences such as theft, fraud or acts of bribery
- A person has failed, is failing, or is likely to fail to comply with a legal obligation they are subject to:
 - A miscarriage of justice
 - A danger to the health and safety of any individual
 - Damage to the environment
 - Deliberate covering up of information tending to show any of the above five matters

The procedure is not a substitute for the Disciplinary and Grievance Policy, and is not a channel for employees to raise matters in relation to their terms and conditions of employment. The procedure allows individuals to have their concerns treated in confidence.

If you raise a genuine concern, you will not be at risk of damaging your position as a result. Provided you are acting in the public interest, it does not matter whether or not your concern proves to be well founded. You must, however, make your complaint to the right person and in the right way, as detailed in this policy. The Company does not, of course, extend this assurance to someone who acts from an improper motive and raises a matter they know to be untrue.

Your Confidence

The Company will not tolerate the victimisation of anyone raising a genuine concern and anyone responsible for such conduct will be subject to disciplinary action. You may decide that you want to raise a concern in confidence. Therefore, if you ask for your identity to be protected, it will not be disclosed without your agreement. If a situation arises where it is not possible to deal with the concern without revealing your identity (for instance, because your evidence is needed in court or a disciplinary hearing), there will be a discussion as to whether and how we can proceed. This policy does not cover the situation where information about malpractice is received anonymously; however, discretion will be used in the investigation of such information.

How to Raise Your Concern

Stage 1: Internal Line Management

If you have a concern about malpractice, we hope you will feel able to raise it first with your Line Manager or a more senior Manager. This should be done in writing. It will help if you state the facts of the matter clearly. You can outline how you would like it to be investigated. If you have a direct or personal interest in the matter, you should also tell us at this stage.

Stage 2: Alternative Contacts

If you feel unable to raise the matter with someone in your Line Management, for whatever reason, please speak to the HR Manager.

If you want to raise the matter in confidence, we will ensure that practical measures are put in place to protect your identity. We will contact you by the most secure means. We will not disclose your identity without your agreement, unless we are required to do so by law.

Once you have reported your concern, the Company will look into it to assess initially what action should be taken. If your concern falls more appropriately within other policies, we will tell you. A Manager will be asked to carry out the investigation.

The disclosure will be treated seriously and promptly investigated and, as part of the process, the worker will be interviewed and asked to provide a written statement.

Once the Company has finalised the investigation any necessary action will be taken.

While the purpose of this policy is to enable us to investigate possible malpractice and take appropriate steps to deal with it, we will give you as much feedback as we properly can. If requested, we will confirm our response to you in writing. Please note, however, that we may not be able to tell you the precise action we

take where this would infringe a duty of confidentiality owed by us to someone else.

If you are dissatisfied

If you are unhappy with the Company's response, you may then go to the proper authority. However, we do ask that matters are reported to the Company in the first instance. While we cannot guarantee that we will respond to all matters in the way that you might wish, the matter will be handled fairly and properly. By using this policy, you will help us to achieve this.



Leaving the Company

Leaving the Company

If you are considering leaving This is Beyond, then we would welcome you to reach out to your Line Manager to discuss this.

Exit Interviews

You may be asked to attend an exit interview with HR prior to leaving. The primary aim of the exit interview is to learn reasons for the person's departure, on the basis that criticism is a helpful driver for organisational improvement.

Notice period

Sadly if you choose to leave us, it would be appreciated if you could give as much notice as possible in writing to your Line Manager.

Please check your contract of employment to confirm your notice period.

This is Beyond reserve the right to transfer you to alternative work for the duration of your notice period if this is considered appropriate to satisfy the needs or protect the interests of the business.

Should you not work any part of your notice period, or leave without giving notice, without the permission of This is Beyond, the Company reserves the right not to pay you for the period of notice not worked. In addition, This is Beyond may withhold payment of any outstanding holiday money due (in excess of the statutory holiday entitlement). You may be asked to take outstanding holiday entitlement during your notice period. You will not be entitled to receive notice of termination, or a payment in lieu, if you are dismissed for gross misconduct.

On termination of your employment, you must return to the Company all property, documentation, records, client lists, client/prospect database information, memory sticks, magnetic discs, tapes or other software media belonging to the Company that

may be in your possession. You shall not, without the express written consent of the CEO, retain any copies or download the company database. If so required by your Line Manager, you will sign a statement confirming that you have complied with the requirement. If you are found to be in breach of this, you may face legal action.

Those with a Company vehicle must return it on the day of termination cleaned inside and out.

Garden Leave

This is Beyond reserve the right to place you on Garden Leave (requiring you to remain at home, but to be available to work for the duration of all or part of your notice period or at any time during the period of your employment). You are also bound by the terms of this Agreement in all other respects for the duration of the notice period, if this is felt to be in the best interests of the Company. During any period of Garden Leave, the Company does not guarantee to provide you with work. You may not, during any period of Garden Leave, enter into employment, service agreements or assignments (whether paid or unpaid) with another Company. If you refuse to work your notice period or be placed on Garden Leave, This is Beyond may seek to enforce this condition through the Courts and will not pay you for this.

Retirement

For employees who have reached or are approaching retirement, we will support this major change in their life and will develop an individual plan to meet each person's needs. This may include a phased reduction in working hours, financial planning assistance, and lifestyle guidance.

Redundancy

The Company is committed to providing a stable working environment for employees consistent with the need to manage the business effectively and economically.

When redundancies need to be considered, we will manage the process sympathetically and support employees during the consultation process.

We will comply with all statutory obligations, as detailed by employment legislation at the time.

We will explore alternatives to limit job losses and will listen to employee's suggestions during the consultation period.

We will ensure a fair, consistent and sympathetic process is applied in the selection of employees for redundancy. Employees who are selected for redundancy will have the right to appeal against the decision.

Restrictive Covenant

To protect the current and future business of This is Beyond, you are bound during your employment and for a period of 12 months following termination:

- Not to approach, solicit or entice away (or endeavour to do so) either directly or indirectly any clients or contacts of This is Beyond with whom you are actively concerned or were actively concerned during the 12 months prior to the termination of your employment, whether by yourself or with or on behalf of any person, firm or Company, or by acting through others
- Not to solicit or entice away (or endeavour to do so) any employee of This is Beyond who holds a management, sales or technical position, whether by yourself or with or on behalf of any person, firm or Company, or by acting through others
- From becoming involved or concerned specifically with the Company's main competitors, i.e. luxury travel event organisers (who organise conferences, seminars or trade shows)
- Not to prevent or seek to prevent any person or Company who is or was a supplier to This is Beyond from supplying goods or services to the Company, or to any associated Company

Each of these undertakings is separate and distinct from each other. In the event that any of the above restrictive covenants are determined to be void and/or unenforceable, that undertaking shall stand struck out and the remainder of the agreement shall remain in force. If you apply for, or are offered, employment or engagement with another Company or firm, you will bring this clause to the attention of the third party proposing directly or indirectly to employ, appoint or engage you before entering into the agreement.

If you are unclear about your obligations please speak to us.

Final Salary P45

Your P45 will be available on the payslip portal as soon as your final payslip is available. You should ensure that you download these along with any other payslips and P60's (if applicable) as soon as possible as they will only be available on the portal for up to 90 days, after which they will be removed.