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1. INTRODUCTION

1.1 This policy is designed to ensure that employees are protected from sickness-related absences and their safety. Through an effective Sickness Absence Policy, the Company is better positioned to identify any potentially unsafe working conditions or any other underlying issues.

Company in effectively managing employee sickness absences will be better positioned to identify any issues affecting employee morale and productivity.

1.2 The short and long-term absences will be managed under one process and long term sickness absence management processes.

of this Sickness Absence Policy and long term sickness absence management processes.

1.3 Any and all information regarding employee health (including, but not limited to, medical records) will be collected, held, and processed in accordance with the Company's [Employee] Data Protection Policy. This data is sensitive and will have legal rights under the law.

employees to the Company about their health (including, but not limited to, medical records) will be collected, held, and processed in accordance with the Company's [Employee] Data Protection Policy. This data is sensitive and will have legal rights under the law.

2. OBJECTIVES

The overall objective of this policy is to balance the needs of the Company and employees to be given time to recover from sickness or injury.

balance between the business needs of the Company and employees to be given time to recover from sickness or injury.

The Company aims to:

- Encourage a healthy and safe working environment;
- To ensure sickness absence is managed fairly and consistently across the Company;
- To ensure employee absence becomes unsatisfactory are dealt with in a timely manner;
- To comply with relevant legislation.

a culture of 100% attendance; managed fairly and consistently across the Company; absence becomes unsatisfactory are dealt with in a timely manner; and

3. NOTIFICATION OF SICKNESS

3.1 If an employee is unable to attend work for reasons of sickness or injury, they must inform the Company before the time they are due to start work on the first day of absence.

or reasons of sickness or injury, they must inform the Company before the time they are due to start work on the first day of absence.

3.2 Employees should speak to their manager personally i.e. calls on the phone, face-to-face, or in person and texting or emailing the manager will only be acceptable in exceptional circumstances.

personally i.e. calls on the phone, face-to-face, or in person and texting or emailing the manager will only be acceptable in exceptional circumstances.

3.3 The employee should inform the Company of their sickness absence, its likely duration, and any other relevant information.

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duration and when the

- 3.4 In the event that the absence continues for a number of days or weeks, they must make the Company informed of the date when they expect to return to work. In such cases the employee should specify how to be contacted, ideally leaving a landline number.

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4. **CERTIFICATION OF SICKNESS**

- 4.1 All periods of absence must be certified by [the Company's statutory Form SC2]. The completed form should indicate the employee would be working (e.g. weekends and public holidays).
- 4.2 For sickness absence on calendar days, the self-certification form should be completed upon their return to work and handed to << name >>
- 4.3 For sickness absence on calendar days, the employee must also provide a 'fit note' referred to as a 'fit note'. This will provide the Company with information about the employee's condition, and let the Company know when their medical provider considers they are not 'fit for work taking account of the following advice'. Such certificates must be produced as necessary to cover the period of absence. As a minimum, employees should complete a weekly basis to provide an update on the injury.

must be certified by [the Company's statutory Form SC2]. The completed form should indicate the employee would be working (e.g. weekends and public holidays). For sickness absence on calendar days, the self-certification form should be completed upon their return to work and handed to << name >>. For sickness absence on calendar days, the employee must also provide a 'fit note' referred to as a 'fit note'. This will provide the Company with information about the employee's condition, and let the Company know when their medical provider considers they are not 'fit for work taking account of the following advice'. Such certificates must be produced as necessary to cover the period of absence. As a minimum, employees should complete a weekly basis to provide an update on the injury.

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5. **MAINTAINING CONTACT DURING ABSENCE**

- 5.1 Employees are required to make reasonable attempts to remain in contact during absence. This may involve contact over the telephone or a meeting at the workplace or some other suitable method.
- 5.2 Any home visits will be made with the employee's consent.
- 5.3 Employees may be asked to attend meetings by a work colleague, family member or a representative.

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6. **RETURN TO WORK INTERVIEW**

- 6.1 All employees will have a return to work interview with << their manager >> following any period of absence.
- 6.2 The purpose of the return to work interview is to:
 - ensure the employee is fit to return to work;
 - agree any necessary adjustments to facilitate the employee's return to work;
 - ensure the necessary certificates (e.g. Fit Note) have been completed/obtained;
 - discuss any other relevant matters.

All employees will have a return to work interview with << their manager >> following any period of absence. The purpose of the return to work interview is to: ensure the employee is fit to return to work; agree any necessary adjustments to facilitate the employee's return to work; ensure the necessary certificates (e.g. Fit Note) have been completed/obtained; and discuss any other relevant matters.

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7. SICK PAY

[Statutory Sick Pay (“SSP”

7.1 In order to be eligible for SSP (this can include weeks of absence), an employee must have average weekly earnings equal to or above the relevant government set current lower earnings limit.

7.2 Employees must use a self-certification form [the statutory Form SC2]

7.3 The present weekly earnings limit can be found on relevant government websites such as HMRC and Gov.uk

7.4 The Company will not make SSP payments made to employees with legal requirements.

7.5 Where the Company's SSP or SSP comes to an end, the Company will provide support in SSP1 to support the employee's claim for Statutory Sick Pay Allowance.]

OR

[Company Sick Pay (“CSP”

7.6 The Company operates a Company Sick Pay scheme that is more generous than Statutory Sick Pay. CSP is subject to the provisions for PAYE, national insurance etc.

7.7 Payments under the Company's scheme will be calculated by reference to the employee's basic salary or wages less any payments made under the Company's scheme for the same period of absence.

7.8 [During sickness absence while on their probationary period, an employee will be followed by a period of normal pay.]

OR

[During sickness absence while on their probationary period, an employee will be followed by a period of normal pay.]

7.9 [Where the Company's CSP and SSP are both payable, the total of company pay and SSP will not exceed the employee's full basic pay.]

7.10 The employee will forfeit their right to SSP if:

- They fail to comply with the self-certification requirements;
- They make a false or misleading statement or document concerning their illness;

must be ill for four days or longer (this can include weeks of absence), and must have average weekly earnings equal to or above the relevant government set current lower earnings limit. Please see HMRC and Gov.uk for details of the current lower earnings limit.

Employees must use a self-certification form [the statutory Form SC2] with details of their illness.

The present weekly earnings limit can be found on relevant government websites such as HMRC and Gov.uk

The Company will not make SSP payments made to employees with legal requirements.

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Payments under the Company's scheme will be calculated by reference to the employee's basic salary or wages less any payments made under the Company's scheme for the same period of absence.

[During sickness absence while on their probationary period, an employee will be followed by a period of normal pay.]

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[Where the Company's CSP and SSP are both payable, the total of company pay and SSP will not exceed the employee's full basic pay.]

The employee will forfeit their right to SSP if:

- They fail to comply with the self-certification requirements;
- They make a false or misleading statement or document concerning their illness;

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- Their incapacity or activities.

participation in dangerous sports

8. **SICKNESS WHICH OCCURS**

EMPLOYEE IS ON HOLIDAY

8.1 Where an employee is absent through sickness or injury during any period of pre-booked holiday (in whole or in part), the Company will, subject to the correct medical certification, allow the employee to transfer to sick leave for the period of the holiday at a later date. This policy is subject to the following conditions:

When an employee is absent through sickness or injury during any period of pre-booked holiday (in whole or in part), the Company will, subject to the correct medical certification, allow the employee to transfer to sick leave for the period of the holiday at a later date. This policy is subject to the following conditions:

8.1.1 The total period of sick leave must be fully certificated by a qualified medical practitioner (not exceeding 7 days;]

When an employee is absent through sickness or injury during any period of pre-booked holiday (in whole or in part), the Company will, subject to the correct medical certification, allow the employee to transfer to sick leave for the period of the holiday at a later date. This policy is subject to the following conditions:

8.1.2 The employee must be certified by a qualified medical practitioner (in person at the time of the absence or there will be a written certificate from a qualified medical practitioner) as soon as they know that they will be absent during the holiday; and

When an employee is absent through sickness or injury during any period of pre-booked holiday (in whole or in part), the Company will, subject to the correct medical certification, allow the employee to transfer to sick leave for the period of the holiday at a later date. This policy is subject to the following conditions:

8.1.3 The employee must be certified by a qualified medical practitioner no later than << state job title >> after returning to work how much of the holiday they have used through sickness or injury and the amount of leave that they have taken at another time.

When an employee is absent through sickness or injury during any period of pre-booked holiday (in whole or in part), the Company will, subject to the correct medical certification, allow the employee to transfer to sick leave for the period of the holiday at a later date. This policy is subject to the following conditions:

8.2 Any requests for replacement holiday must be made in accordance with the Company's holiday policy. Where replacement holiday is not possible, the Company will allow the employee to carry forward the leave into the next holiday period.

When an employee is absent through sickness or injury during any period of pre-booked holiday (in whole or in part), the Company will, subject to the correct medical certification, allow the employee to transfer to sick leave for the period of the holiday at a later date. This policy is subject to the following conditions:

8.3 The Company may require an employee to take all or part of their replacement holiday during the period of their absence.

When an employee is absent through sickness or injury during any period of pre-booked holiday (in whole or in part), the Company will, subject to the correct medical certification, allow the employee to transfer to sick leave for the period of the holiday at a later date. This policy is subject to the following conditions:

9. **MEDICAL ADVICE**

9.1 **OCCUPATIONAL HEALTH AND SAFETY**

At various stages of an employee's sickness absence, a manager may wish to seek advice from the occupational health and safety department.

When an employee is absent through sickness absence, a manager may wish to seek advice from the occupational health and safety department.

Occupational health and safety advice is given to:

When an employee is absent through sickness absence, a manager may wish to seek advice from the occupational health and safety department.

- seek a medical opinion from a qualified medical practitioner;
- establish when the employee is likely to be able to return to work;
- ask for guidance on the possibility that the employee's condition, e.g. if there is a possibility that the employee's condition is likely to be long-term;
- The Company's occupational health and safety management policy / policy.

When an employee is absent through sickness absence, a manager may wish to seek advice from the occupational health and safety department.

9.2 **REPORT FROM A MANAGER RESPONSIBLE FOR THE EMPLOYEE'S CARE**

MANAGER RESPONSIBLE FOR THE EMPLOYEE'S CARE

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When a report from the medical practitioner is necessary, the employee will be fully informed under the Access to Medical Reports Act 1988 and the report will be obtained.

When a report from the medical practitioner is necessary, the employee will be fully informed under the Access to Medical Reports Act 1988 and the report will be obtained.

The employee has the right to request a report before the Company sees it. If the employee wishes to request a report, they should inform the Company of this, so that it can inform the medical practitioner. The employee will then have 21 days from the date of notification for the report to contact the medical practitioner to request a report.

The employee has the right to request a report before the Company sees it. If the employee wishes to request a report, they should inform the Company of this, so that it can inform the medical practitioner. The employee will then have 21 days from the date of notification for the report to contact the medical practitioner to request a report.

When requesting a report, the employee should provide the medical practitioner with as much information as possible, including why the report is being requested. The medical practitioner will provide the medical report to the employee.

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- a copy of the employee's contract of employment;
- a copy of the employee's medical history;
- confirmation of the employee's role under the Access to Medical Reports Act 1988;
- details of the employee's duties.

The medical practitioner will provide the medical report to the employee, after consenting to the request to provide the report.

The Company will assist the employee in identifying the nature of the injury and the impact of the injury on the employee's job.

The medical practitioner will provide the medical report to the employee, after consenting to the request to provide the report. The medical practitioner will also provide the employee with information about their rights under the Access to Medical Reports Act 1988 and the company's policy on medical reports.

- the nature of the injury;
- when the employee was injured;
- if the employee has any other medical conditions that may affect their normal duties they may be able to perform;
- when the employee was last seen at work;
- what reasonable adjustments can be made to facilitate a return to work; and
- the likelihood of the employee returning to work once the employee has returned to work.

The medical practitioner will provide the medical report to the employee, after consenting to the request to provide the report.

The medical practitioner will provide the medical report to the employee, after consenting to the request to provide the report. The medical practitioner will also provide the employee with information about their rights under the Access to Medical Reports Act 1988 and the company's policy on medical reports.

Where the employee has been injured by the Company, the medical practitioner, or another person, the Company will assist the employee in identifying the nature of the injury and the impact of the injury on the employee's job.

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9.3 **REPORT FROM A MEDICAL PRACTITIONER WHO HAS NOT BEEN RESPONSIBLE FOR THE EMPLOYEE'S INJURY**

REPORT FROM A MEDICAL PRACTITIONER WHO HAS NOT BEEN RESPONSIBLE FOR THE EMPLOYEE'S INJURY

The Access to Medical Reports Act 1988 does not apply where the Company is seeking a report from a medical practitioner who has not been responsible for the employee's injury, e.g. its own chosen specialist or occupational health professional.

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In these circumstances, the Company will explain to the employee in writing what information it is requesting and how the information will be used.

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- that the Company will consider the medical report and why it wishes to do so;
- from whom the report is obtained;
- any questions that the Company asks the medical practitioner to answer;
- what the Company will do with the report;
- how the Company will use the data collected when obtaining the report;
- their right to object to the use of their personal data.

Where the employee objects to the use of their personal data when the Company is seeking a medical report to which the Access to Medical Reports Act 1988 does not apply, the Company will explain to the employee the reasons behind the decision and inform the employee that a decision will be made without the benefit of access to their medical reports.

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10. **FREQUENT SICKNESS ABSENCE PROCEDURE**

10.1 Frequent sickness absence is defined as an employee is frequently absent from work for a period of unconnected illnesses.

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FREQUENT SICKNESS ABSENCE PROCEDURE

10.2 A Stage 1 sickness absence agreement is arranged between the employee and the line manager if an employee being absent from work for a period of <<State number of days>> within <<state period e.g. a rolling 12-month period>> or <<State number of days>> within <<state period e.g. a rolling 12-month period>>.

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10.3 The purpose of the review is to:

- discuss the reasons for the absence;
- identify any underlying issues;
- discuss with the employee the possibility of a referral for/benefit of an Occupational Health referral;
- discuss what support will be provided to the employee to help improve their attendance;
- set a review period for the employee's attendance for 12 months.

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10.4 The employee will be reviewed at the end of the review period. If the consequences of further sickness absence i.e. the employee should move to the next stage of the procedure if trigger point is reached during the review period.

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10.5 Employees may be asked to provide support by a work colleague [, family member] or a recognised representative.

10.6 An employee will be protected against any formal action under the formal sickness absence process for the purpose of the appeal process. The purpose of the appeal process is to review the fairness of the decision in all the circumstances.

11. **FREQUENT SICKNESS APPEAL PROCESS**

11.1 A Stage 2 sickness absence meeting will be arranged between the employee and the line manager. Following the meeting, if the following trigger points have been reached:

- <<State number of days' absence>>
- <<State number of days' absence>>

11.2 The Stage 2 sickness absence meeting will be held as soon as the trigger points are reached.

11.3 Employees may be asked to provide support by a work colleague [, family member] or a recognised representative.

11.4 The content of the meeting will be discussed at the Stage 1 sickness absence meeting. <<State job title>> may be present at this and subsequent stages of the process.

11.5 The trigger points will be reviewed at the end of the review period of 12 months.

11.6 The employee will be notified of the consequences of further sickness absence i.e. they should move to the next stage of the process if the trigger points are reached.

11.7 A second stage written warning will be issued to the employee in the meeting and then confirmed. The manager must clearly explain that, if the employee fails to improve their sickness absence management, this will trigger a Stage 3 written warning. It is the employee's part to improve their attendance at this stage. Failure to improve attendance may result in dismissal.

11.8 An employee will be protected against any formal action under the formal sickness absence process for the purpose of the appeal process. The purpose of the appeal process is to review the fairness of the decision in all the circumstances.

12. **FREQUENT SICKNESS APPEAL PROCESS**

12.1 A Stage 3 sickness absence meeting will be arranged between the employee and the line manager. Following the meeting, if the following trigger points have been reached:

- <<State number of days' absence>>
- <<State number of days' absence>>

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12.2 The Stage 3 sickne
points are reached.

be held as soon as the trigger

12.3 Arrangements for the
accordance with the

sequent appeal will be in
Procedure.

12.4 The meeting will be
and the HR Manage
meetings will not be

to title e.g. the Managing Director
conducted the earlier formal
panel.

12.5 Employees may be a
member] or a recogn

ting by a work colleague [, family
ntative.

12.6 The meeting panel w
grounds of capability

dismiss an employee on the
attendance.

13. **PART TIME EMPLOYEES**

13.1 In respect of trigger p
Review Process, the
employees will be r
time employees. How
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number of hours worked for part
stances will be the same as those

14. **LONG-TERM SICKNESS A**

14.1 The Company will tre
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LONG-TERM SICKN

MEETING

14.2 A Long-term Sickness
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28 calendar days>>

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er e.g. 28 calendar days>>, or as
t for at least <<state number e.g.
>> and them off for that period).

14.3 The purpose of the L

nce Stage 1 Meeting will be to:

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- Identify any
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- Discuss whe
return to wor
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be effectively addressed;

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may be considered:

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- 14.4 Employees may be accompanied by a work colleague [, family member] or a representative.
- 14.5 A first stage formal written meeting will be held at the review meeting and confirmed in writing.
- 14.6 If the employee has a written warning period of <<state period e.g.12 months>> will be established for future attendance.
- 14.7 An employee will be protected against any formal action under the purpose of the appeal process in all the circumstances.

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15. **LONG TERM SICKNESS APPEAL MEETING**

- 15.1 A Long-term Sickness Absence Meeting is organised if an employee continues to be absent for further <<state number e.g. 28 calendar days i.e. after 28 days>>.
- 15.2 The content of the meeting will be discussed at the Stage 1 sickness absence meeting. <<State job number>> may be present at this meeting.
- 15.3 Employees may be accompanied by a work colleague [, family member] or a representative.
- 15.4 The employee will be expected to return to work or provide a return to work date within a reasonable period. A sickness absence hearing will be arranged to consider the employee's continuing employment on the grounds of incapability by reason of sickness.
- 15.5 This constitutes a formal written warning and should be confirmed in writing.
- 15.6 If the employee has a written warning period of <<state period e.g.12 months>> will be established for future attendance.
- 15.7 An employee will be protected against any formal action under the purpose of the appeal process in all the circumstances.

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16. **LONG TERM SICKNESS APPEAL MEETING**

- 16.1 A Long-term Sickness Absence Meeting is organised if an employee continues to be absent for further <<state number e.g. 28 calendar days i.e. after 28 days>>.
- 16.2 The content of the meeting will be discussed at the Stage 1 sickness absence meeting. <<State job number>> may be present at this meeting.
- 16.3 Employees may be accompanied by a work colleague [, family member] or a representative.

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16.4 At this stage of the process and there is no return to work after a period of sickness absence management, the employee's employment may be terminated on account of ill health.

remains unable to return to work within a reasonable timescale, a decision to consider terminating the employment on account of ill health.

16.5 After the meeting, the manager should set out in writing the outcome of the meeting. This could be:

out in writing the outcome of the meeting. This could be:

- a decision for the employee to return to work on sick leave until they have recovered (unless an approximate return date can be identified);
- [a claim under the company's insurance scheme];
- the issuing of a written warning if the employee's continued absence is unsatisfactory;
- an offer to make alternative arrangements for the employee's work;
- redeployment to another role;
- a decision to terminate the employee's employment.

on sick leave until they have recovered (unless an approximate return date can be identified);

insurance or similar insurance scheme];

the issuing of a written warning if the employee's continued absence is unsatisfactory;

an offer to make alternative arrangements for the employee's work;

redeployment to another role;

a decision to terminate the employee's employment.

16.6 If the employee has a long-term illness, a period of <<state period e.g. 12 months>> will be established for future attendance.

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16.7 An employee will be protected against any formal action under the purpose of the appeal process is to review the fairness of the decision in all the circumstances.

An employee will be protected against any formal action under the purpose of the appeal process is to review the fairness of the decision in all the circumstances.

17. **PREGNANCY-RELATED ABSENCE**

17.1 Pregnant employees with ill health must follow the reporting procedure i.e. a pregnant employee must follow the reporting requirements and should return to work when fit to do so.

Pregnant employees with ill health must follow the reporting procedure i.e. a pregnant employee must follow the reporting requirements and should return to work when fit to do so.

17.2 Any sickness absence for a pregnancy-related reason should not be subject to the need for formal action if the sickness absence management procedure has been followed.

Any sickness absence for a pregnancy-related reason should not be subject to the need for formal action if the sickness absence management procedure has been followed.

18. **ELECTIVE AND/OR COSMETIC SURGERY**

18.1 Elective surgery is surgery that is not considered to be medically necessary. This includes cosmetic surgery for the enhancement of appearance through techniques, e.g. face-lifts or breast implants. It also includes medical procedures such as laser eye treatment or vasectomy.

Elective surgery is surgery that is not considered to be medically necessary. This includes cosmetic surgery for the enhancement of appearance through techniques, e.g. face-lifts or breast implants. It also includes medical procedures such as laser eye treatment or vasectomy.

18.2 [It is the Company's policy to allow up to <<state number>> days' leave in a calendar year for an employee to undergo elective surgery.

[It is the Company's policy to allow up to <<state number>> days' leave in a calendar year for an employee to undergo elective surgery.

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This will be paid at the rate of basic pay.]

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[Time off for elective surgery (at the employee's normal rate of basic pay) or unpaid leave (at the employee's normal rate of basic pay) of the employee's line manager. There is no automatic accrual of periods of time off work to be used for elective surgery.]

18.3 If the employee requests more than 10 days of leave beyond this, the employee may request unpaid leave.

18.4 [In order to qualify for sick leave under this Policy, an employee must have a minimum of <<state>> years of continuous service.]

18.5 An employee who wishes to request leave in order to undergo elective surgery must:

18.5.1 inform his or her line manager as plans to undergo elective surgery are confirmed;

18.5.2 provide a statement from a medical practitioner that elective surgery has been recommended and the likely recovery period;

18.5.3 agree timing of the surgery with his or her line manager, so as to cause the least amount of inconvenience to the Company; and

18.5.4 give <<state>> days notice of the day on which the elective surgery will take place.

18.6 In the event that the employee suffers an unexpected outcome of elective surgery, the normal sick pay policy will apply, following receipt of the appropriate certificate/fit note.

18.7 When an employee suffers an unexpected outcome of elective surgery, the Company will conduct a review with the employee.

19. WORK ARRANGEMENTS

19.1 Where an employee is absent for a long period of time, he or she is responsible for ensuring that a handover of messages and calendars and for ensuring that a handover is in relation to their work. Where an employee is absent for reasons of sickness, the employee's line manager must ensure that the employee's voicemail or calendar to ensure that all relevant parties are aware of alternative contact details.

20. DATA PROTECTION

20.1 The Company will monitor absence and reasons for absence.

20.2 All information gathered under this Policy will be held and treated in accordance with the Company's Data Protection Policy lawfully and in accordance with applicable laws.

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Policy and Privacy N
20.3 Where the Company
for processing an em

e interests as the legal ground
object to the processing.

This policy has been approved & au

Name: <<Insert N

Position: <<Insert N sources Manager>>

Date: <<Date>>

Signature:

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