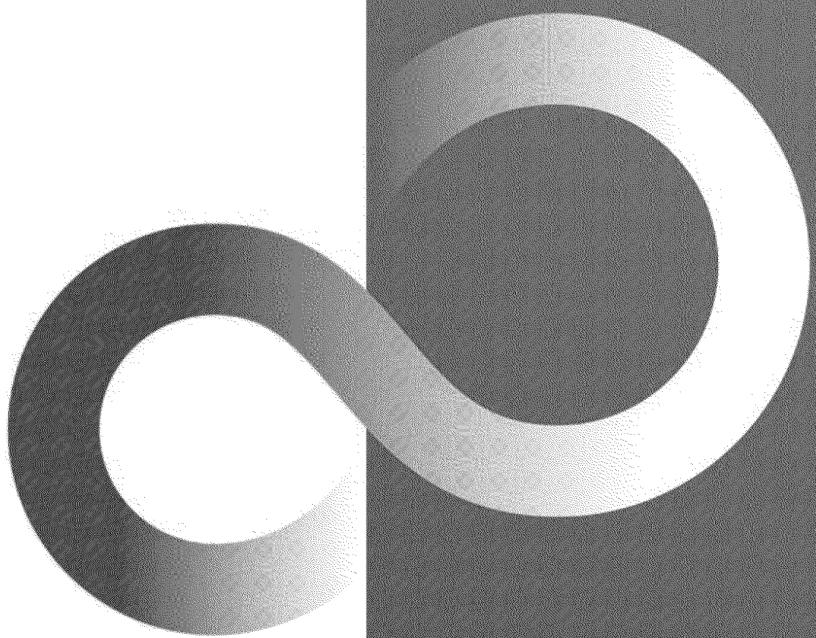


# Fujitsu UK HR Handbook

FUJITSU



## About the Handbook

Whether you are new to Fujitsu or have been with us for some time, it is important that you have a clear understanding of our HR policies and how we do things. With that in mind our HR Handbook is designed to accompany you throughout your employment with Fujitsu and you are encouraged to use it frequently to ensure that you understand both our and your responsibilities.

Our policies are applicable to all of our people, regardless of their age, disability, ethnicity, gender, gender identity or expression, religion, belief, sexual orientation, social background, working pattern, pregnancy and maternity status, marriage or civil partnership status, political or union affiliation or any other personal characteristic. The term 'partner' always includes everyone, regardless of sexual orientation, gender identity or expression.

These policies are not contractual and do not form part of your contract of employment.

There are exemptions for people who have been transferred to Fujitsu under TUPE arrangements who may be covered by alternative policies.

Should you have any feedback or queries on the HR Handbook, you can share this with us by raising an AskHR request.

# Contents

<b>1. About Us</b>	<b>5</b>
Fujitsu Way	5
Diversity and Inclusion	6
Wellbeing	10
Employee Consultative Body – Your Forum	10
<b>2. Starting at Fujitsu</b>	<b>11</b>
Right to Work	11
Security Clearance	11
Onboarding	12
Probation	12
<b>3. Working at Fujitsu</b>	<b>14</b>
Work your Way	14
Working Hours	14
Flexible Working	14
Reasonable Adjustments	15
Workplace	16
Cross Border Remote Working	16
Dress and Uniform	17
Social Media Usage	17
<b>4. Your Reward</b>	<b>18</b>
Pay	18
Pension	18
Incentive Plan and Bonus Scheme	19
Benefits	19
<b>5. Your Career</b>	<b>21</b>
Learning and Skills	21
Performance Management – Connect Conversations	21
Global Role Framework	21
Recruitment	21
International Mobility	22
<b>6. Time Off</b>	<b>23</b>
Annual Leave	23
Bereavement	23
Other Types of Leave	25
<b>7. Sickness Absence</b>	<b>28</b>
<b>8. Your Family</b>	<b>31</b>
Maternity Leave	31
Adoption Leave	34
Shared Parental Leave	37
Paternity Leave	40
Pregnancy Loss	41
<b>9. On the Road</b>	<b>44</b>

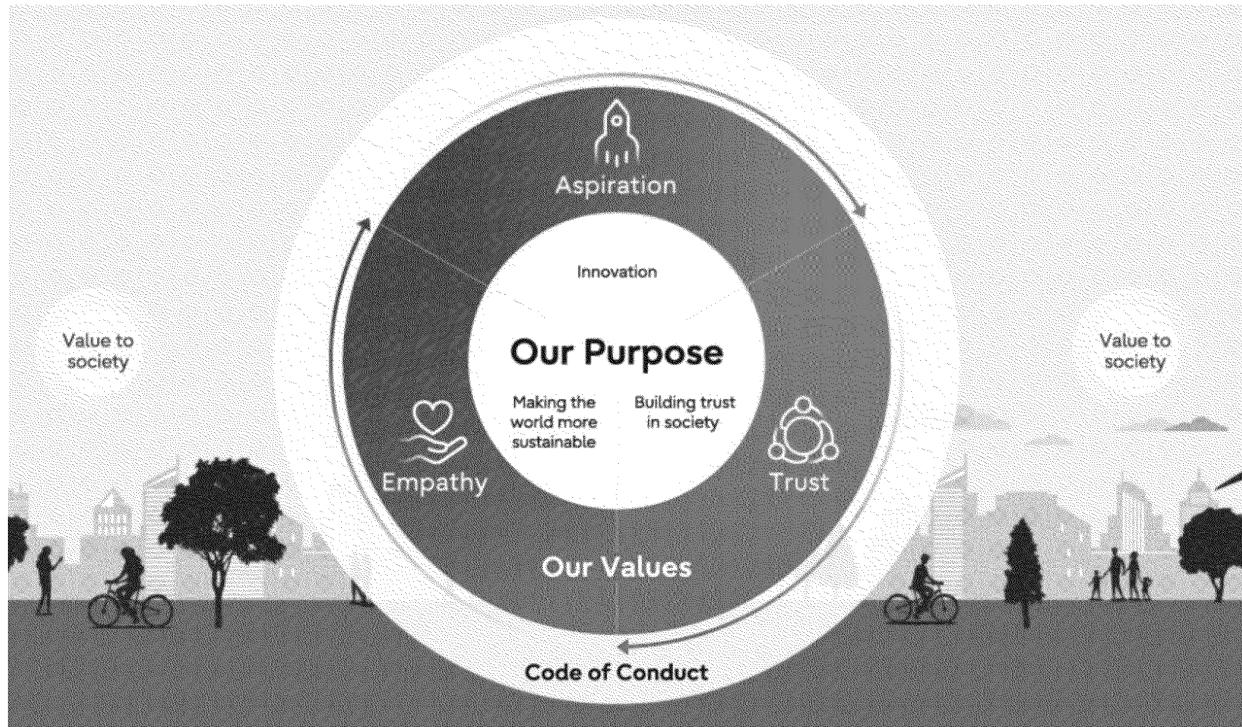
Travel and Expenses	44
Travel	44
Expenses	49
Driving on Company Business	57
Loss or Damage to Personal Effects	57
<b>10. Conduct and Grievance</b>	<b>58</b>
Bullying and Harassment	58
Capability	60
Conduct	67
Grievance	77
Whistleblowing	81
<b>11. Leaving Us</b>	<b>82</b>
Resignation	82
Retirement	82
<b>12. Death in Service</b>	<b>83</b>
The Death of a Colleague	83
Support	83
WeRemember	83

# 1. About Us

## Fujitsu Way

Our company purpose is 'to make the world more sustainable by building trust in society through innovation' and therefore the delivery of societal impact is at the heart of what we are targeting to deliver as a business.

To deliver our purpose, we act in accordance with the Fujitsu Way: our values of trust, aspiration and empathy and the Code of Conduct. The Fujitsu Way is about who we are and how we work.



Our Responsible Business Strategy has been a substantial part of the Fujitsu Way since its inception, and therefore to our company DNA. It is genuine and longstanding, and touches all areas of our business, from protecting intellectual property rights, enforcing our human rights policy to encouraging all employees to get involved with community action projects. We have created our Responsible Business Pillars, which give us a common framework in setting out our strategy. For each of these Pillars, we look at common themes across the region such as digital inclusion for community and disability in diversity, while setting local level KPIs as appropriate to local legislation and culture. This allows us to balance the need for a consistent approach with an understanding of local differences. We have built up a network of colleagues working on Responsible Business who share ideas, solve challenges together and work towards best practice. At the highest level, Responsible Business is an essential part of our growth strategy and business model.

## Diversity and Inclusion

Fujitsu is committed to being a Responsible Business that brings together a diverse mix of perspectives and talents in an inclusive environment where all our people can be completely themselves and succeed. Diversity & Inclusion underpin our ambition to build a customer -focused, agile, innovative and high-performance culture.

The Fujitsu Way states that we respect fairness and equality and promote diversity and inclusion. It goes further to highlight that we all should, celebrate people's identities, empathize with people's challenges, and create solutions that make a positive impact to the environment, society and the economy. Diversity & Inclusion is a key element in our Responsible Business strategy.

Being a diverse and inclusive Company will benefit all of our people by ensuring that they:

- Are treated with respect as individuals and free from discrimination
- Feel comfortable to be completely themselves at work and can speak up with suggestions to improve performance or any concerns they may have
- Can perform to the best of their ability, have equal access to opportunities and can achieve their full potential

We know when we get this right, we are more likely to:

- be better able to compete for talented employees from diverse backgrounds
- capture a new market as they can better anticipate needs of customers
- have higher levels of innovation and creativity

## Equal Opportunities

Fujitsu is fully committed to providing equality and fairness for all in our employment and to being compliant with all legislation in this area. This applies to all aspects of employment with us, including recruitment, pay, benefits and conditions, flexible working and leave, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.

Fujitsu will provide equality in employment and service delivery to all, irrespective of:

- Age
- Caring responsibilities
- Disability, health condition or long-term injury
- Gender
- Gender expression, gender identity or gender reassignment/transition
- Hours or pattern of work
- Marriage, civil partnership or family status
- Pregnancy, Maternity and Parenthood (including adoptive and foster parents regardless of gender)
- Religion, belief or political opinion
- Race, ethnic origin (including Gypsies and Travellers), colour, nationality or national origin
- Sexual orientation
- Social status

## Zero-tolerance

Fujitsu has a zero-tolerance approach to any form of discrimination, bullying, harassment or victimisation due to a person's age, disability, ethnicity, gender, gender identity or expression, trans identity, religion, belief, sexual orientation, social background, working pattern, pregnancy and maternity status, marriage or civil partnership status, political or union affiliation or any other personal characteristic.

- **Direct discrimination**, treating an individual less favourably than someone else because of one of their personal characteristics
- **Indirect discrimination**, applying a policy, provision or criteria to everyone that could substantially disadvantage some groups of people
- **Associative discrimination**, treating an individual less favourably than another person because of their relationship with someone with a protected characteristic
- **Discrimination by perception**, treating someone less favourably than someone else because they are thought to have a certain characteristic
- **Harassment**, unwanted and unwelcome behaviour relating to a personal characteristic, that makes someone feel intimidated or offended, including harassment from third parties
- **Victimisation**, treating someone less favourably than someone else because they have made or supported a complaint about discrimination
- **Positive discrimination**, treating someone more favourably than someone else because they belong to a group that is often treated unfairly or under-represented
- Instructing someone else to discriminate

## Diversity

Fujitsu uses the term 'diversity' to refer to a rich mix of characteristics that make up our sense of identity: the visible and non-visible differences that exist within our workforce and wider society.

Fujitsu believes that a diverse workplace is one where:

- There is a wide mix of people working in all areas and levels of the organisation
- Everyone enjoys equal access to opportunities, and recruitment and career progression are based on merit
- People do not face any barriers related to their personal characteristics which prevent them from being effective in their roles or progressing their careers

## Inclusion

Fujitsu uses the term 'inclusion' to refer to a collaborative environment that is open to different ideas, perspectives and styles of thinking where all our people feel they can be completely themselves, achieve their potential and contribute fully to the success of the company.

Fujitsu believes that an inclusive workplace is one where:

- People feel respected and valued as individuals
- People feel confident to be open about important aspects of their personal identity
- People are encouraged to speak up with their ideas, opinions and concerns and know they will be listened to and receive feedback on these
- People are not restricted in their clothing or appearance, provided their appearance is not offensive and complies with health and safety requirements. This is relevant to all, including those who observe religious practices and/or are gender non-conforming. Trans, non-binary and gender non-conforming employees have the right to present in a manner consistent with their gender identity or gender expression

Fujitsu is committed to maximising and creating a diverse and inclusive environment by:

- A fair and barrier free recruitment process attracting the most talented people from the widest range of backgrounds
- Reducing diversity pay gaps across the business. We will gather and analyse a wide range of data to eradicate inequalities between diverse groups
- Promoting an inclusive culture for our people and addressing barriers which affect specific groups within our workforce
- Increasing our digital accessibility maturity ensuring everyone is able to use our services and products, navigate our systems and understand our communications
- Continuously reviewing and improving our practices and processes to ensure that they will support our commitment to Diversity & Inclusion
- Promoting inclusive behaviours and improving understanding of difference in our workforce through awareness raising, training and collaboration with the Inclusive Community
- Integrating Diversity & Inclusion into the way we work with customers and partners. We will benchmark our performance against industry standards
- Listening to – and learning from – the experiences of diverse communities to ensure we create a positive experience for everyone at work

Any complaints under the policy will be dealt with in accordance with the Grievance Policy and/or Bullying and Harassment Policy and breaches of this policy will be managed in accordance with the Conduct Policy.

## Managers Responsibilities

- To recognise each person as an individual and, wherever possible, to make reasonable adjustments and consider individual needs
- To manage and behave in accordance with this policy, including to proactively managing difference within teams through inclusive language and behaviours.
- To challenge any instances of unacceptable language and behaviours in the workplace

- To complete the Conscious Inclusion Training and additional training necessary to help understand and engage with diverse perspectives in your team
- To take appropriate action if any concerns are raised under this policy
- To ensure your people/team are aware of the policy
- To highlight Fujitsu's Employee Diversity and Inclusion Networks, which are open for everyone to join including allies

#### Your Responsibilities

- To ensure that this policy is read, understood and adhered to
- To treat each other as individuals and with respect and to consider the impact of our actions on others at all times
- To challenge unacceptable language and behaviours in the workplace
- To be open to new approaches and perspectives and proactively learn about people with different life experience to your own
- To inform your Manager or HR representative if you are aware of failures to fully implement the policy

#### Human Resources Responsibilities

- To promote this policy and the principles contained in it to Managers and our people
- To ensure it is highlighted in induction for everyone new to the company
- To monitor the impact of actions taken in relation to this policy
- To review employment processes and practices to ensure they are fair and non-discriminatory
- To provide appropriate training and guidance to everyone, including managers, to ensure we fulfil our diversity and inclusion commitments

#### Further Information

You can find information in the Diversity, Equity, Inclusion and Wellbeing Portal relating to Your Inclusive Community, resources, support and guidance that is available to you. The Inclusive Community intersects and aligns all community groups: Ability Matters, Cultural Diversity, Emerging Professionals, Pride, Wellbeing and Women's Business which will ensure that they are representative and reflective of you. All our communities are led by voluntary Co -Chairs, aligned to an Executive Sponsor and supported by Champions. The purpose of the Inclusive Community is to support you so that you can see yourself represented, included and that you feel you belong.

#### Resources and Guidance

Be Completely You Passport Guidelines

Religion and Belief Guidelines

Supporting Employees with Disabilities Guidelines

Trans Inclusion and Non binary Guide

Employee Assistance Programme (EAP)

Conscious Inclusion Training

## Wellbeing

At Fujitsu, we care about the wellbeing of all of our people. We want to create an inclusive environment where everyone can bring their full selves to work, be able to combine work and life priorities and sustain positive levels of wellbeing.

Keeping our minds strong, remaining physically healthy, seeking personal financial stability both in the short and long term, and being in a position where we have access to advice and support regarding caring for loved ones as well as ourselves is critical to supporting our overall wellbeing.

Our approach to the wellbeing of our people is collaborative. On our [Wellbeing Portal](#) you will find the services we provide, stories, events and resources which you can use to support and enable your wellbeing. Through our wellbeing strategy and based on the feedback and needs of our people, we will continuously update the wellbeing resources and support we provide.

### Resources and Guidance

[Domestic Abuse Support and Guidance](#)

[Menopause Support](#)

## Employee Consultative Body – Your Forum

Your Forum is our primary Employee Information & Consultation Body which we use to inform and consult with our people. It is also one of the platforms that we use to discuss new ideas and proposals and share and seek input around how we can better engage our people. Your Forum is made up of elected representatives, from across the company, and nominated representatives from our Diversity and Inclusion Networks. Your Forum meet on a quarterly basis and as required in-between.

You can become a member of the [Your Forum Yammer Group](#) to follow updates and take part in discussions.

## 2. Starting at Fujitsu

### Right to Work

It is essential that Right to Work and Identity checks are carried out during the recruitment process. These checks must be undertaken and passed before any offer of employment is made. More information can be found at [UK Right to Work Checks](#).

### Security Clearance

Some roles have specified security clearance levels and job offers for these roles will only be made subject to the clearance being gained. National Security Vetting (NSV) clearances are managed by Group Security. There must be a valid business need for requesting any NSV clearance and they cannot be obtained on a speculative basis.

- An NSV clearance can remain in force for up to 11 years and during this time, changes in personal circumstances can arise that must be reported, such as: -
  - Marriage, entering a Civil Partnership or starting to live with a partner as a couple.
  - For DV clearance holders only, when a new co-resident begins living in shared accommodation, "Co-resident" means a lodger, flat-mate, etc.
  - Change of forename or surname.
  - Arrest, caution or conviction for any criminal offence (except a speeding or parking offence wholly dealt with by way of fixed penalty notice).
  - Bankruptcy, award of County Court Judgement or a substantial change to financial circumstances i.e. inheritance.
  - Any change to a previously declared medical condition or diagnosis of a new medical condition e.g. a serious and long-term condition.
  - Changes to Nationality or Immigration status.
- A Change of Personal Circumstances form must be completed as soon as the top two events occur. The form can be found at [UKSV National Security Vetting: change of personal circumstances - GOV.UK \(www.gov.uk\)](#)
- Contact Group Security to advise that you have completed this or they can provide assistance if required on other points. For the other types of change contact Group Security directly.
- Holders of DV clearance (and their managers) will receive a Security Appraisal Form annually at around the anniversary of the clearance being issued.
- Our managers are advised to consider any changes in behaviour they observe, in holders of any National Security Clearance, e.g. i.e. CTC, SC or DV, in the context of National Security and assess any risk that appears to be presented. We encourage the use of the [It's OK to Say I CPNI](#) which provides background on the types of behaviour in question. Additional advice and guidance can be found with local security teams or Group Security.
- You must report when any clearance is no longer required (either for yourself or your reports) or if an extension is required.

- On leaving Fujitsu, staff will have a maximum of 1 year in which to have their NSV clearance transferred to another List X company or Government Vetting Department otherwise the clearance will lapse.
- Please note holding any level of National Security Vetting clearance may make staff more vulnerable to threats, espionage or social engineering attacks therefore they must not disclose the fact that you hold this level of security clearance on any social networking site (not least Facebook, Twitter or Linked In).
- If you are subject to formal disciplinary procedures then HR will confirm your clearance status. HR will inform Group Security of the investigation and your suitability to hold the National Security Vetting clearance will be reviewed. At the end of the disciplinary process a final review will take place and, if necessary, the facts will be sent to the appropriate Vetting Agency.
- We also operate a High Level Clearance Recognition Scheme, to recognise and financially compensate the intrusive nature of Higher Level Security Clearance.

[More information on security vetting](#)

## Onboarding

We want everyone who joins Fujitsu to have a warm welcome and a positive introduction to our company, our people and our culture. To support us in delivering a positive new joiner experience, we use Enboarder, a digital, mobile friendly platform. Enboarder enables us to not only communicate job offer acceptance and start dates, but to provide updates and information to new joiners.

The ZinZai Connect Onboarding module provides new joiners with useful information and post-joining forms for completion. New joiners will be invited to attend our "Welcome to Fujitsu" virtual session where they will learn more about Fujitsu, hear from a member of our UK leadership team and have an opportunity to ask questions and meet other new joiners.

For more information visit [Onboarding](#).

## Probation

The appointment of all new joiners is subject to a probation period. The probation period provides a structure for our managers to review the performance and behaviour of new joiners through a fair process. The duration of an employee's probation period is determined by the Fujitsu Role Framework (FRF) level of the role.

As part of your induction, your manager will explore the key expectations of your role with you and articulate what you are expected to achieve during your probation period. Your manager will review your performance at regular intervals during the probation period to discuss your progress, identify any concerns relating to performance and/or behaviour and determine any areas of development.

Where your probation period is satisfactory, your manager will inform you at the final review meeting and your appointment will be confirmed in writing.

If you have not quite met the standards of performance and/or behaviour expected in your role, we may consider extending the probation period for up to 3 months to provide further time to improve. Extensions may be longer in exceptional circumstances.

In instances where your performance and/or behaviour has been consistently below the standards expected, employment will be terminated giving 1 week notice.

For more information on managing a new joiner's probation, please view [probation period guidance for managers](#).

## 3. Working at Fujitsu

### Work your Way

We are committed to providing working arrangements that allow our people to work their way and our business to thrive. We expect you to deliver and our flexibility helps you to do it in your own way. Having a flexible approach to working patterns and where you work, in line with the requirements of your job, enables us to build an inclusive and supportive culture in our organization, that aids our people's wellbeing.

We are always looking for ways to enable more flexibility which is why we have –

- Focus Time - so you can block quiet, uninterrupted work time to enable innovation, development or action completion
- Flexible Bank Holidays (being trialled in 2023) – where the two May and one August bank holidays can be used at any time throughout the year
- Wellbeing Hour - one hour per week, as part of your contracted working hours, is available for everyone to spend time away from their work, doing something to support your wellbeing

You can find information about our commitment to Work Your Way in our [Work Your Way Portal](#).

### Working Hours

Your working hours are determined by your contract of employment. Depending on the job you do, you will work a set number of hours per day beyond which additional payments may be made or provision for time off in lieu (TOIL) as detailed in your contract. The [Additional Hours Guidelines](#) give more detail.

It is important to note that the UK Working Time Directive states that you should not work more than 48 hours a week on average, normally assessed over a 17-week period. If the demands of your job mean you are working significantly more than your contracted working hours over a period of time, you must discuss this with your manager.

There is a [Managers Guide to Working Time](#) provided for further information.

### Flexible Working

If a change or adjustment to your working pattern or where you work would be helpful and can be made without impacting your ability to successfully perform your job, you should discuss this with your manager in the first instance.

There may be times in your working life during which a more significant, or permanent, change to the way that you work would benefit you and Fujitsu. Some examples might be:

- Part-time working
- Term-time only working
- Flexible Working Hours
- Varied Working Pattern / Staggered Hours
- Job Sharing

### Informal Process

The first step for anyone who would like a flexible working approach is a discussion with your manager. If your request is agreed, your manager will document the details, including the start date and confirming whether there will be a trial period.

All requests for changes to working patterns will be considered against business need and the practical requirements of your role. If your request is not agreed, your manager will provide you with a clear business reason.

Any significant change e.g., a change in hours worked, part-time or term-time working, will require grandparent manager agreement.

### Formal Process

The formal process should be used when-

- Your flexible working request was 'informally' agreed but requires formally documenting because it results in a permanent change to your contract of employment, e.g. a contractual hours change, or requires another administrative change, e.g. a work pattern change which requires moving to annual leave hours so that your annual leave schedule is correct in ZinZai Connect
- You were not able to agree an informal flexible working request with your manager

Formal flexible working application requests are made via AskHR, by completing and submitting a [Flexible Working Application Form](#). You can make a request every six months. The process, including any appeal, must be completed within 3 months from the date that the application was made. Extensions to this time period can be made with your consent.

In Northern Ireland, once the application has been made, the meeting must take place within 28 days. An outcome must be delivered within 14 days of the meeting taking place. Any appeals need to be raised within 14 days and an appeal hearing should be arranged within 14 days of receipt of the appeal. An outcome should be delivered within 14 days of the appeal hearing.

You can find more information on the process within the [Flexible Working Guidelines for Managers](#).

### Reasonable Adjustments

You may require reasonable adjustments at work to remove potential barriers and support you to be you most productive whilst at work. There are a number of policies and processes available to you:

- the Flexible Working Policy (detailed above)
- a Workplace Adjustment, you can find out more at [Workplace Adjustments](#); and / or
- the Be Completely You Passport which is a 'live' record of the workplace adjustments that have been agreed between you and your manager. You can find out more about how the passport works in the [Be Completely You Passport Guidelines](#)

You will be protected from any unfair treatment associated with exercising any approved flexible working requests.

## Workplace

Your normal place of work is determined by your contract of employment, we might also describe this as your contractual location. The guiding principle of our location policy is to base our people at our Fujitsu hub locations. This is because we recognise the value of social connection and the creative benefits of us working together. Our hub locations are also close to our customers therefore 'where the work is'. However, we are a dynamic organisation where remote working is the norm for many people. Our policies, IT services and communication tools enable many of our people to adopt a hybrid approach working in productive way from the office, a customer site or from our homes.

### Normal Place of Work

All travel and expenses, e.g., parking costs, accommodation, to your normal place of work is entirely at your own expense and you should be mindful of regularly travelling to another place of work. You can claim mileage if you are travelling from home to another location, be it another Fujitsu location or customer site, unless that location is within 5 miles of your contractual location.

### Second Permanent Place of Work

There is a personal tax liability if you claim commuting expenses to a regular place of work (2 days or more a week) for an on-going period, i.e. more than 24 months, irrespective of your contractual normal place of work. The 24 month rule states that where an individual has spent, or is likely to spend, 40% or more of their working time at that workplace over a period of more than 24 months, it will be another permanent workplace. Importantly if you are working in this way for a period of 18 months, please contact AskHR and your manager as a working away from home allowance may need to be set up. There is more information about working away from home in our [Working Away from Home Allowance Guidelines](#) and [WAFHA FAQs](#).

Your normal place of work will continue to be deemed as your contractual location unless there is an agreed temporary change to an alternative operational location.

### Contractual Location Change

You may want to request a change to your contractual location for personal reasons. Before you do so you should discuss it with your manager. The request is likely to only be approved if your role (and subsequent roles) can be delivered from an alternative Fujitsu hub location. Where there is no suitable Fujitsu hub location close to a potential new home location, and there is no operational reason for your hub location to change, your contractual location will remain unchanged. If you are currently contractually based at your home address and you are looking to move house, you will need to consider any increased travel expense cost, which might result, and seek approval from your manager before moving.

### Cross Border Remote Working

There may be instances when you want to work remotely from another country for personal reasons rather than business necessity. There are a number of compliance risks, both for you and Fujitsu, associated with working remotely from another country depending on various factors such as country combination, duration, and / or your personal circumstances. Our default position, for anyone wanting to work remotely from another country, is that you need to seek permission from that country to do so, i.e., we assume that a work permit is required and it is your responsibility to get a work permit or an alternative, e.g. a written statement from the countries immigration department that remote / nomad working is exempt from the work permit process and is allowed

for x number of days. You can find more information on how we manage such requests at [Cross-border Remote Working](#). There is also e-learning on Cross Border Working available - [Cross-border Working - Know the Rules!](#)

## Dress and Uniform

Our 'dress code' is casual, i.e., comfortable, informal clothing appropriate for the workplace. We want you to be who you are and dress how you feel most comfortable when you are working from a Fujitsu hub. There may be times when you visit our customers when you should consider whether business dress or a smart casual approach is most appropriate.

In certain roles you may be required to wear a company uniform, e.g., Mobile Engineers. Whilst wearing the company uniform, we ask that you ensure your uniform is only worn during work time, is clean and presentable and that Company Logo is permanently visible. If you do require a new uniform which aligns with your gender identity or expression, please ensure that you speak with your manager to let them know what items you will need. All uniforms will be free of charge and wearing it will incur no tax liability.

## Social Media Usage

Social media has the power to connect us with billions of people around the world. It has become a key part of how we communicate, both in our personal lives and in a business context. When used properly it can be a valuable addition to our marketing strategy, and at Fujitsu we recognise it as a key communication tool. We communicate via Fujitsu branded accounts and via our people – both are equally important.

Please familiarise yourself with the Social Media Code of Conduct, [Global Brand Hub - Social Media - Employee Code of Conduct](#). This Code of Conduct sets out some ground rules to help you use social media effectively and safely whilst also protecting the Fujitsu brand. This is important whether you use social media on a personal basis. or in your professional capacity at Fujitsu.

It is expected that all employees use social media responsibly, and in line with the Fujitsu Way, the Code of Conduct, our values, and does not breach on our Bullying and Harassment Policies and Guidelines. Fujitsu trusts employees to act appropriately on social media and does not actively monitor employee social media activity. However, your posts may appear in searches and feeds the social media teams follow. Your posts may also be flagged by other social media users. People are free to report inappropriate behaviour directly to social networks as they see fit. The social network will decide on appropriate action which may include suspending your account.

People may also report inappropriate behaviour and comments to us, if it is clear you work for the Fujitsu. Such reports will be shared with HR and investigated and managed in line with our policies. In serious cases, this may lead to disciplinary action.

If you have any concerns with content on social media which may affect the Company, please raise to your manager, HR or confidentially via Fujitsu Alert. If you are approached on social media to comment or answer queries about Fujitsu, you can ask for advice and refer the matter on these channels too.

## 4. Your Reward

At Fujitsu we value our people and strive to ensure that we reward you for your contribution with competitive salaries and a leading benefits scheme.

You can find your Total Reward Statement in ZinZai Connect under Compensation. The Total Reward Statement shows the different pay and benefits entitlements that build up your total reward package.

For up-to-date information on your reward at Fujitsu go to our [Reward Portal](#)

### Pay

Your reference salary is determined by your contract of employment and can be viewed in ZinZai Connect. Salaries will depend on the size, scope and complexity of your role and the current market rate for the job you do. It is this reference salary, which is used for decisions about pay reviews, pensionable pay and if applicable, incentive schemes.

Your actual salary is the salary you are paid through payroll which reflects the selection of benefits you make, including through salary swap. Your actual salary is credited by bank transfer on 23rd of each month or, if that is not a normal working day, on the last working day before the 23rd. The monthly pay is one twelfth of your Actual Salary. You can access your e-payslip monthly via ZinZai Connect.

### Payroll Giving

Payroll Giving is a simple mechanism that allows you to give more for less to the charities of your selection. Donations are taken from your pay before tax deductions so you could save a little with charities still getting the full value of the donation.

For more information and to sign up visit the [Payroll Giving Portal](#)

### Pension

Investing for your retirement is incredibly important. At Fujitsu, we encourage all our people to take advantage of the tax relief that comes with contributing to our generous pension scheme. We will support you to grow your 'pension pot' by double matching your contributions. This means that if you join our pension scheme, or are already part of it, and contribute say 3%, we will contribute 6%. The more you contribute, the more Fujitsu will contribute, up to a maximum of 10%.

If you are a new joiner, you have 10 days from the day you start with the company to join our company pension scheme. However, if you decide not to join at this point then after three months, we are legally obligated to enrol you under the Automatic Enrolment section. This will mean that you will need to contribute a minimum of 5% of your qualifying earnings and we will contribute 3%.

Investing in a pension is not just about your retirement. If you join the standard section of LifeSight instead of the Auto-Enrolment section, you may also benefit from:

- Income protection which provides financial support if you are unable to work for an extended period of time due to illness or injury.
- Additional life assurance which will provide a lump sum payment to a dependent, should you die in service.

You and Fujitsu will contribute to your pension pot for as long as you remain an active member of the Plan, up to your 75<sup>th</sup> birthday. We will write to you shortly before reaching age 75 with more details of what alternative option is available.

You can find further information on our pensions, including other schemes we support, and how to opt out of automatic enrolment on our [Pensions Portal](#). There is also a [presentation](#) you can watch to provide an overview of our LifeSight pension plan.

## Incentive Plan and Bonus Scheme

At Fujitsu we recognise and reward the contribution of our people to the overall success of the business. Invitation to one of our incentive plans or bonus scheme are aligned to your role, whether that be our Sharing in Success scheme or a Variable Pay Plan (VPP). If you are aligned to one of our VPPs you will be made aware of the terms of the plan annually via ZinZai Connect. one of our VPPs you will be made aware of the terms of the plan annually via ZinZai Connect.

Please refer to our [Bonus & Incentives Portal](#) for further information such as plan rules, FAQ documents and VPP statement explained.

## Benefits

### Flexible Benefits

All our people are entitled to participate in our excellent flexible benefits scheme, Your Choices. Your Choices runs annually and offers you the opportunity to select benefits for your lifestyle, health and wellbeing, pension and protection. You can buy or sell annual leave, participate in health and dental scheme and opt into a number of personal insurance options. More information on flexible benefits, and associated salary deductions, can be found on the [Benefits - Your Choices Portal](#) found in our Reward Portal

### Entitlement Benefits

We also offer entitlement benefits, which depend on your contract of employment and your role and may include life assurance at either 2 or 4 x your salary, a company car or access to a private medical scheme. You can find out more about your benefits entitlement on ZinZai Connect.

### Long Service Awards

At Fujitsu we value long service. After 21 and 42 years of service we recognise our people in the following way-

- 21 years – membership of Majority Club, £300 added to employees STARS account
- 42 years – membership of Double Majority Association and £600 added to employees STARS account. Members of the Double Majority Association attend an AGM and are invited with their partners to a biennial event.

Some employees who have transferred into Fujitsu may have different long service arrangement that are applicable to their previous company (e.g., DVLA, EDS). Anyone who is unsure of their entitlements can find out via a request to AskHR. If there is no previous company process employees will be eligible for the Fujitsu Long Service Awards.

## STARS Awards

Our people are at the heart of everything we do. Our STARs awards give us all a fantastic opportunity to recognise colleagues who have made a significant positive impact, within Fujitsu by demonstrating behaviours embodying our core values. Access our FUJITSU STARs system to nominate a colleague.

## 5. Your Career

### Learning and Skills

We want our people to shape their careers and make the most of every opportunity they see. Our people have access to leading learning platforms and will be supported in completing professional qualifications and exams.

Managers are skilled in supporting development within roles and future aspirations of their teams to ensure our people are the best they can be to enable and support our customers.

Along with our annual company training requirements, we will sometimes ask you to complete mandatory training to ensure we meet our accreditation and certification obligations.

You can find more information within our [Learning Offering and Support Site](#).

You are encouraged to build your own learning pathways and seek support and skills which will help you grow, develop and progress within your current role and upwards. However we appreciate it can be sometimes difficult to navigate your career, which is where our [CareerHub](#) can help. Here you can visualize which direction your skills might take you in the organization aligned to some of our key growth roles and more. We are continuing to add more jobs and skills all time.

### Performance Management – Connect Conversations

At Fujitsu we believe that regular reflection on contribution and impact is essential for gaining clarity as to how you are performing and to identify further development opportunities. To support this, you will have a minimum of three Connect Conversations per year with your manager, driving continuous improvement in three core areas: customer experience, learning and growth and teams and collaboration. Through Connect Conversations, you will be encouraged to measure the impact of your contributions over the last quarter, and to define deliverables that align with and support the strategic goals of your business area for the upcoming quarter. You can find more information via the [Connect Conversations portal](#). As part of the wider Connect Conversation we also encourage you to have regular [Career Direction Conversations](#) with your manager. These conversations give you and your manager the opportunity to discuss and agree your career aspiration and direction and the opportunities available to you to learn and grow.

### Global Role Framework

Every job in Fujitsu is aligned to a role that sits in a role family in the [Global Role Framework \(GRF\)](#). The GRF is the single framework that defines all professional roles and levels in Fujitsu. It creates a shared language on roles across the organisation, and is the foundation for various people initiatives such as recruitment and attraction, professional and career development as well as global mobility opportunities by increasing transparency of our roles globally.

### Recruitment

Our in-house Recruitment Team supports and enables both external and internal recruitment. For certain roles, as appropriate, we also recruit via trusted agency partners. For those people looking for a new role or, if you are a manager looking to recruit, all opportunities are requested, advertised and managed via our recruitment system.

We also run an Introduce a Friend (IAF) scheme as we are always looking for great talent to join us. Do you know anyone who would be a great fit to join our team?

More information for those considering a new role, looking to hire or about our IAF scheme can be found on our UK Recruitment Pages. For internal jobs, you can follow the UK job opportunities Yammer Page.

## International Mobility

Occasionally it may be mutually beneficial for you to work for Fujitsu in another country. There are a number of standard secondments types, including short-term secondment, international secondment and permanent transfer to another country.

Remuneration during an internal secondment is paid through the host country's payroll based on your net-package. This can be complex and so is calculated and administered by our International Mobility Outsourcing Partner.

## 6. Time Off

### Annual Leave

To stay productive and healthy, time away from work is as important to Fujitsu as your time in work and we encourage you to take regular breaks throughout the year.

Your annual leave allowance is determined by your individual contract of employment and can be found in ZinZai Connect. Our standard full-time entitlement is 25 days plus 8 Public Holidays. If you work part-time or are a new joiner, your annual leave entitlement is calculated on a pro-rata basis. You may also have a different amount if you joined us before 1999 or transferred from another company.

Our annual leave year runs from 1st January to 31st December. You and your manager are jointly responsible for ensuring annual leave is taken in a planned way throughout the year to ensure that you take it all by 31st December. Any unused annual leave, up to five days, will automatically carryover into the next annual leave year and must be taken by 31st December of that year. This amount will be pro-rated to account for different working patterns, e.g., for part-time workers, where carried over leave will be adjusted down, or shift workers, where a max of one working week can be carried over. Any unused annual leave above this will be lost and cannot be carried over unless there was a clear business reason as to why you did not take your leave (such as customer requirements).

Annual leave is booked via ZinZai Connect. You need to give your manager a reasonable amount of notice of your request for annual leave, ideally this would be 4 weeks before you would like time off. Approval of a request for annual leave lasting longer than 3 weeks will be on an exceptional basis.

Your manager will consider all requests for annual leave fairly, balancing your needs with those of the business. If a request is declined, your manager will discuss that with you so that alternative dates can be agreed. Managers are expected to ensure that teams are aware of any anticipated peak periods when it may be necessary to co-ordinate, restrict or refuse leave requests. In exceptional cases, the company reserves the right to schedule dates for you to take annual leave with the appropriate notice.

Using Your Choices flexible benefits, you can flex your annual leave in November each year by either increasing it up to 10 days, to a maximum of 40 days, or reducing it by no more than 5 days, subject to the rules of the scheme. See the Your Choices section for more information.

You can find more details about annual leave types, specifically part-time entitlements in relation to annual leave and how to manage public holidays, in AskHR.

### Bereavement

The death of an immediate or close family member or personal friend can be a devastating event and can undoubtedly have a significant impact on your life. Fujitsu recognises that you may require support in the immediate period following the death or for a period of time afterwards. One of the ways we may be able to help and support with this is to ensure that you have the opportunity to take some time away from work, if you feel this may be helpful.

Families can be diverse, and our bereavement policy includes provision for immediate or close family including the loss of a child, partner, parent or sibling. In some family dynamics this may also include

close step or foster family members. If applicable we would encourage you to discuss your situation with your manager to clarify the potential leave which may be available in your circumstances.

In the event of the death of a spouse or partner we provide up to 4 weeks paid time off.

We provide paid time off for up to 2 weeks following the death of an immediate or close family member.

Following the death of a close friend or other bereavement we may provide 1-2 days paid time off, we advise you speaking with your manager to clarify the potential leave which may be available in your circumstances.

However, we also recognise that some people may require a longer period of time off therefore in these circumstances you are encouraged again to speak with your manager.

#### Parental Bereavement

We provide paid time off for up to 4 weeks, double the statutory amount, for bereaved parents of a child of any age, including pregnancy loss before 24 weeks. Fujitsu recognises your parental status from day 1 of pregnancy – for more information see our [Pregnancy Loss policy](#). Our [Maternity Leave Guidelines](#) provide information on your entitlements if you are affected by pregnancy loss after 24 completed weeks of pregnancy.

Where both parents work for Fujitsu, both eligible parents are entitled to request up to 4 weeks paid time off.

It is anticipated that the time off will usually be taken immediately following the death of a child. However, we understand that people grieve in different ways and there may be a situation where some of the time off is required later therefore you can take 4 weeks off together or 2 + 2 weeks off separately.

If more than one child dies, you are entitled up to 4 weeks of Parental Bereavement Leave for each child.

Fujitsu provides an [Employee Assistance Programme \(EAP\)](#) which is a free confidential service and is available to our people and their immediate family. They can provide confidential advice either over the phone or face to face including counselling.

#### Bereavement Support

At Fujitsu we want to create a compassionate culture which encourages our people to talk about bereavement and grief. See our [Bereavement Support and Guidance](#) to provide further support to people who have experienced a bereavement and to enable our people and managers to receive support and support their colleagues.

## Other Types of Leave

We understand there will be other times when you will need to take time away from work and annual leave may not be the right answer. We have other approaches to help manage these needs and we encourage you to speak to your manager who will be able to support you, consider the options available and seek the support of HR where required.

### Compassionate Leave

There may be times when you need to take some time off due to compassionate reasons, examples of which are a family member or friend is seriously ill or injured or you have been involved in a traumatic event. At such times we will look to support you as best we can and may provide up to 2 weeks paid leave depending on the circumstances.

Should you need additional time off, or further support, you are encouraged to speak with your manager. Your manager can ask advice from HR regarding time off and when unpaid leave might be an appropriate step.

### Emergency Leave

There may be times when you need to take some Emergency Leave to provide immediate unplanned support to your family, dependents or those you care for. At such times, you should let your manager know as soon as is reasonably practicable.

Emergency Leave can be paid for a reasonable amount of time, e.g., a few days, or unpaid if for a longer period of time. If you need to take Emergency Unpaid Leave, please raise a request on AskHR. The HR team will discuss and confirm the arrangements with you and the impact on your benefits.

In the case of emergency leave a dependant can be defined as the employee's wife, husband, civil partner, partner (including same sex partners), child (including stepchild) for which the employee has responsibility, parent or someone who lives in the same household, but not a tenant or lodger. In cases of illness or injury, or where care arrangements break down, a dependant may also be someone who reasonably relies on the employee for assistance.

Should the incident involve a child and both parents are employed by Fujitsu, unless the incident is serious, only one parent will be entitled to take time off.

### Parental Leave

Parents, legal guardians or those that have parental responsibility for a child up to the age of 18, whether you are living with the child or not, can take unpaid time off. To be eligible for parental leave you must have 26 weeks continuous service at the date you intend to take the first period of unpaid leave.

Our [Parental Leave Guidelines](#) provide further guidance.

### Carer's Leave

The circumstances of every carer are unique. We encourage you to talk to your manager about any arrangements, which may help to balance caring and work responsibilities. If you are a carer you may also consider whether a flexible working arrangement may work for you or an increase to your annual leave provision, via Your Choices, to enable more time off work.

As a Carer you are entitled to a week's unpaid Carers Leave per year. If you need to take more Unpaid Leave, we will do our best to support this. Please raise a request in AskHR, making it clear that it is carer leave related. This is to ensure your pension contributions continue whilst you are off.

We understand that at times the demands of caring can have a personal impact on relationships, health, energy levels, and general wellbeing. Carers are often so busy worrying about the person they are caring for, they forget to look after their own health and wellbeing. Fujitsu can help with physical and mental wellbeing by offering support through our Employee Assistance Programme (EAP).

For more general advice, carers can also speak to our Ability Matters Network, information of which you can find via Your Inclusive Community, supporting those with disabilities and long term health conditions in the workplace.

### Sabbaticals

A sabbatical is an unpaid period of time away from work usually for between 3 and 6 months. A sabbatical will not only need your manager's approval but also approval from your grandparent manager after which a request should be raised on AskHR.

For further information on sabbaticals, please access the advice and guidance available via Ask HR.

### Reservists

We recognise the vital role Reservists play in supporting the UK and we value the contribution our people make to all the UK's armed forces. Unless there are exceptional business critical reasons to request an exemption, we will release Reservists for attendance at Reserve Forces training events and for Reservist duties. There are further Reservist Guidelines available for those of you and your managers to follow.

### Volunteering

Fujitsu encourages our people to participate in local activities to support UK and Ireland based non-profit organisations and registered charities. Participation in both company and locally initiated programmes should utilise employee skills and have a focus on the areas of education, IT literacy and health matters.

You are able to participate in voluntary work during business hours for one day per year for any UK & Ireland registered charity of their choice. These 8 hours can also be spread across multiple days and managers are encouraged to authorise additional hours at their discretion without loss of pay, providing always that Fujitsu's business is not adversely impacted.

For more information please see the UK & Ireland Charitable Support and Community Relations Local Sub-Master Policy

### Public Duties and Employee Relations

Fujitsu is keen to support anyone who chooses to make a public contribution to the community. Requests for time off will be considered for a wide variety of public duties and activities.

You can find more information, including examples of public duties and reasonable amounts of time which can be taken off, in our [Time off for Public Duties and Employee Relations Guidelines](#). Here we also describe the arrangements for dealing with requests for time off for employee representation and trade union duties.

## 7. Sickness Absence

We recognise that all of us will at times fall ill and be unable to work. During these times we will make every effort to support you and help you return to work. We aim to provide a fair and supportive approach to any period of sickness absence from work and respect the confidentiality of all information relating to your absence.

There are several guidelines in the resources and guidance section below for the recording and monitoring of absence from work. You, as an employee or as a manager, can also seek advice and support from HR regarding absence from work, via AskHR or your HR Business Partner.

### Notification & Recording Absence

- Keep your manager fully informed if you are unable to attend work for any reason. We would like to you do this by phone within one hour of your normal start time on your first day of absence. Emails and text messages are not acceptable as sole methods of communication.
- If your manager isn't contactable, make sure you inform an appropriate deputy or another member of the team of your absence who can relay the message. Let them know for how long you might be absent and provide a phone number your manager can contact you on later.
- If you are absent for more than one working day you need to maintain regular contact with your manager. You should agree the frequency of contact where a period of absence is prolonged. Where this is the case we would recommend a minimum of weekly contact.
- Please record your absence in its entirety, including the reason for being off, on ZinZai Connect on the day you return to work. If you are absent more than 2 weeks your manager should do this for you.
- Please note, sickness absence must be recorded in calendar days, not working days. The absence start date will be the first date you are absent from work through sickness. The end date must be recorded as the day before you have returned to work in order to reflect the full period of absence. This must be inclusive of any days you are not scheduled to work (i.e. weekends).
- If you need to leave or stop work during working hours due to sickness please make sure your manager is informed.
- If you are on the Apprenticeship Program, you should not undertake any learning activity or attend university whilst you are absent from work due to sickness. You should also inform your training provider/tutor of your sickness absence and manage any missed content or off the job learning with your manager and training provider once you have returned to work.
- Do not undertake any other form of paid work whilst absent from work due to sickness. This could lead to action being taken in line with the Conduct Policy.

Failing to comply with these requirements could result in the absence being classified as "unauthorised" and may result in Sick Pay being withheld.

Your manager will support you during any sickness absences from work, as well as proactively address issues of unsatisfactory attendance levels. They will however be sensitive to situations where you might choose not to disclose the personal nature of your absence or illness with them.

If your manager is unable to contact you during any absence from work, they will follow the Unauthorised Absence from Work Guidelines.

Following any period of prolonged or intermittent sickness absence your manager will hold a return-to-work discussion with you. The purpose of the discussion is to explore the causes of the absence, facilitate your return to work and identify any reasonable and practical steps to reduce the likelihood of future absence. There are further guidelines on Return to Work Discussion.

#### Statement of Fitness for Work ("fit note")

A Statement of Fitness for Work ("fit note") from your doctor is required for any absence which extends beyond seven calendar days and should be provided to your manager. A delay in submitting a fit note may invalidate your eligibility for Sick Pay.

You may be able to return to work before the end of a fit note if you are feeling better, or your manager can support your return to work.

As part of an Attendance Improvement Plan, your manager may request that any period of absence is covered by a fit note.

If you have been in hospital, you should obtain a discharge notice from the hospital which should provide the dates of your stay and provide this to your manager.

You can find additional guidance on fit notes in AskHR.

#### Occupational Health

In the event of irregular attendance or long-term absence (over 20 calendar days) due to ill health, managers will seek advice from HR who may in turn engage Occupational Health. Occupational Health will help us to determine whether you are physically and/or psychologically capable of carrying out your job, and when you may be able to return to work. They will also advise on any reasonable adjustments that could be made to your role. If you have a disability or a medical/health condition, such as menopause, depression, arthritis and/or diabetes, that is causing significant absence all reasonable appropriate adjustments to the working environment or work itself will be considered. Occupational Health may request a report from your GP or treating specialist, which will require your written consent. All employees will be treated fairly and consistently, with sympathy and understanding. You are entitled to see and review any medical reports and any advice from Occupational Health.

If your absence is due to anxiety, depression, upper limb disorder, or stress your manager should contact the HR Case Management Team to get support as soon as they become aware. If appropriate, a referral will be made to Occupational Health.

You can find more information on Occupational Health within our Wellbeing Portal

#### Sick Pay

Your Sick Pay entitlement is determined by your individual contract of employment and can be found on ZinZai Connect. Also in our Sick Pay Guidelines you will find information on how we will treat annual leave that you accrue during sick leave.

### Medical and Dental Appointments

If possible, we ask that medical appointments are made outside of your normal working hours but we know this is not always possible. When you need to attend a medical appointment during working hours please inform your manager in reasonable time.

If you are required to attend appointments on a frequent basis, please discuss this with your manager to agree the most appropriate way for this time to be treated. We will endeavour to provide as much flexibility and support as possible.

If you are planning elective cosmetic treatment, you will need to arrange this in your own time. The exception to this is where cosmetic treatment is due to a more serious condition (e.g., breast reconstruction following surgery for cancer).

### Resources and Guidance

[Return to Work Discussion](#)

[Short Term and Intermittent Absence from Work Guidelines](#)

[Sick Pay Guidelines](#)

[Unauthorised Absence from Work Guidelines](#)

## 8. Your Family

Whether you are thinking about starting or growing your family, our approach will offer you the support and flexibility you need to enjoy this special time. Our policies within this section will show you how we support you to live and work your way. If you have any questions, speak with your manager or our HR team via AskHR.

### Maternity Leave

You are encouraged to share your news with your manager so that any support you may need can be discussed. We recommend you do this at the earliest opportunity, but the very latest we need to know is 15 weeks before the beginning of the week that your baby is due. We will also need you to complete a Maternity Notification Form, which can be found on AskHR. This form is important - without it we cannot process your maternity pay.

You are entitled to have up to 52 weeks off work, made up of Ordinary Maternity Leave (OML) and Additional Maternity Leave (AML), providing you been with us for 26 weeks or more at 15 weeks before your due date. You may prefer not to take the full 52 weeks, or if you are eligible decide to use Shared Parental Leave instead, but you must take at least the first two weeks as compulsory leave. In some roles, there may be a requirement for a longer period of compulsory leave. We will let you know if this applies to you.

Once we have received your Maternity Notification Form, the maternity process starts and we will confirm next steps, including your eligibility for our enhanced maternity pay.

Your midwife will give you a certificate confirming your pregnancy (MATB1) at around 26 weeks and we will need a copy of that too.

#### Enhanced Maternity Pay

We will automatically enhance your Statutory Maternity Pay (SMP), providing you been with us for 26 weeks or more at 15 weeks before your due date, so you will receive full pay for a total of 24 weeks, followed by 15 weeks of SMP. Any remaining maternity leave (up to the 52 weeks maximum) will then be unpaid.

If you are not eligible for enhanced maternity pay, we will let you know and also confirm what you need to do next.

#### Appointments

You are encouraged to attend your antenatal appointments and parent craft sessions to check on the welfare of your baby and help you get prepared for their arrival. We may need copies of your appointments, so do not be alarmed if we ask.

If it is your partner who is pregnant you can have up to two days paid leave to attend antenatal appointments. If you need more than two days, please speak with your manager who will try to accommodate your unpaid leave request.

#### Additional support

Unfortunately, sometimes life does not turn out how we expect and we need additional support. If for any reason you need additional support due to difficulties with your pregnancy or during your maternity leave, please speak with your manager or contact AskHR and they will be able to help you at that time. You can find information on miscarriage, stillbirth and neonatal death in our [Maternity Leave Guidelines](#).

## Annual Leave

You will continue to accrue annual leave and Bank Holidays whilst you are on maternity leave. We will automatically add these to your annual leave balance to be taken within 12 months of your return to work date.

Depending on when you are intending to start maternity leave, you may wish to take some annual leave beforehand or use some of it immediately after the end of your maternity leave ends. It is up to you how you want to use your annual leave and your manager will try their best to accommodate your requests in line with business requirements.

## Benefits

You will continue to receive your benefits whilst on maternity leave and any deductions which are usually made will continue throughout. Our [Maternity Leave Guidelines](#) will provide you with some extra detail in relation to benefits and how we manage them during your maternity leave.

## Starting Maternity Leave

The earliest you can begin your maternity leave is 11 weeks before your expected week of childbirth. If your baby arrives any earlier, your maternity leave will begin on the date they are born.

Any absence due to pregnancy-related sickness in the four weeks before your expected week of childbirth will automatically trigger the start of your maternity leave.

## During Maternity Leave

We want you to feel connected to work, as much as you need, during your maternity leave and therefore your manager will maintain reasonable contact with you to let you know about anything important such as job opportunities, organisations announcements, etc. Due to security restrictions, access to Fujitsu systems is not possible during the entirety of your maternity leave therefore please ensure that you agree with your manager your preferred contact method whilst you are away from work; phone call, text, personal e-mail.

You can also use up to 10 paid 'Keeping in Touch' (KIT) days. KIT days are optional for you to take part in meetings, training or to ease yourself back into work. KIT days must be agreed with your manager in advance. For further information please see the [Maternity Leave Guidelines](#).

### Returning from Maternity Leave

However long you have decided to take for maternity leave we will be looking forward to welcoming you back into work - this will be the next working day following the end of your maternity leave.

If your maternity leave has been for 26 weeks or less (Ordinary Maternity Leave), you are entitled to return to the same role on the same terms and conditions. If you are returning to work after more than 26 weeks (Additional Maternity Leave) you are entitled to return to the same role or, if it is not reasonably practical, to an alternative role that is suitable on terms and conditions that are no less favourable. This also applies should you have two consecutive periods of maternity leave.

If for any reason you want to return to work before you originally planned, you will need to give at least four weeks' written notice before the date you want to return unless mutually agreed with your manager.

## Adoption Leave

You are encouraged to let your manager know if you are in the process of adopting a child or participating in a 'Fostering for Adoption' scheme, so that they can provide you with support, should you need it. You may prefer to wait but the very latest we need to know is within seven days of you receiving notification of being matched with a child. At this point you need to complete an Adoption Placement Notification form, which can be found on AskHR.

Your adoption leave entitlement is up to 52 weeks, providing you been with us for 26 weeks or more at the matching week (the week you are notified that you have been matched with a child). If you are part of a couple and are jointing adopting either parent can take adoption leave. The other parent may elect to take Paternity Leave instead. This is applicable to all couples regardless of their sexual orientation or gender identity and regardless of marital / civil partnership status. You will need to let us know if you would prefer not to take the full 52 weeks or would like to use Shared Parental Leave instead.

Once you have notified us of your adoption, the process will start and we will then be able to confirm what you need to know, including your eligibility for adoption pay.

### Enhanced Adoption Pay

We will automatically enhance your Statutory Adoption Pay (SAP), providing you been with us for 26 weeks or more at the matching week (the week you are notified that you have been matched with a child), so you will receive full pay for a total of 24 weeks, followed by 15 weeks of lower SAP. Any remaining adoption leave (up to the 52 week maximum) will then be unpaid.

It is worthwhile knowing that your entitlement to adoption pay will cease at the end of the week in which the child turns 18.

If you are not eligible for enhanced adoption pay, we will let you know and also confirm what you need to do next.

### Time off for meetings or appointments before adoption leave

Adopting parents are able to take time off work to attend appointments of up to six and a half hours for each appointment:

- If you are adopting a child on your own, you can take paid time off to attend 5 appointments
- If you are adopting with a partner, only one of you is entitled to take paid time off.

We will support you to take paid leave, not to exceed two days in total, to attend appointments or meetings in relation to the adoption. If further time is required, please speak to your manager.

### Annual Leave

You will continue to accrue annual leave and Bank Holidays whilst you are on adoption leave. We will automatically add these to your annual leave balance to be taken within 12 months of your return to work date.

Depending on when you are intending to start adoption leave, you may wish to take some annual leave beforehand or use some of it immediately after the end of your adoption leave ends. It is up to you how you want to best use your annual leave and your manager will try their best to accommodate your requests in line with business requirements.

### Benefits

You will continue to receive your benefits whilst on adoption leave and any deductions which are usually made will continue throughout. Our [Adoption Leave Guidelines](#) will provide you with some extra detail in relation to benefits and how we manage them during your adoption leave.

### Starting your Adoption Leave

You can choose when to start your adoption leave, but the earliest this can be is 14 days before the date you expect a child to be placed with you and no later than the date of placement.

If you need to change the start date of your adoption leave, we will need four weeks' notice of this or, if that is not possible, as soon as is reasonably practicable.

### During your Adoption Leave

We want you to feel connected to work, as much as you need, during your adoption leave and therefore your manager would like to maintain reasonable contact with you to let you know about anything important such as job opportunities and organisation announcements. Due to security restrictions, access to Fujitsu systems is not possible during the entirety of your adoption leave therefore please ensure that you agree with your manager your preferred contact method whilst you are away from work; phone call, text, personal e-mail.

You can also use up to 10 paid 'Keeping in Touch' (KIT) days. KIT days are optional for you to take part in meetings, training or ease yourself back into work. KIT days must be agreed with your manager. For further information please see the [Adoption Leave Guidelines](#).

### Returning from Adoption Leave

However long you have decided to take for adoption leave we will be looking forward to welcoming you back into work - this will be the next working day following the end of your adoption leave.

If your adoption leave has been for 26 weeks or less (Ordinary Adoption Leave), you are entitled to return to the same role on the same terms and conditions. If you are returning to work after more than 26 weeks (Additional Adoption Leave) you are entitled to return to the same role, or if it is not reasonably practical to return to the same role, to an alternative role that is suitable and appropriate and on terms and conditions that are no less favourable.

If for any reason you want to return to work before you originally planned, you will need to give us at least four weeks' written notice before the date you want to return unless mutually agreed with your manager.

### Disrupted Placement

If your placement comes to an end for any reason, your adoption leave period and pay will end eight weeks after.

## Surrogacy

If you are growing your family through surrogacy, as the intended parent you may be legally entitled to adoption leave and pay. To be eligible, you must apply for a Parental Order in relation to the child born under the surrogacy arrangement. Whilst the legal position is that one of the applicants for a Parental Order must be genetically related to the child, at Fujitsu we do not impose this condition. As long as you meet the requirements for Adoption leave and pay, we will apply the same process.

As an intended parent you are entitled to paid time off to attend UK antenatal appointments with the surrogate birth parent for a maximum of two days.

## Shared Parental Leave

Shared Parental Leave (SPL) enables you to have greater choice over how you use the time to care for your child during their first year of birth or placement. If you have recently given birth or are the primary adopter, SPL allows you to end your maternity or adoption leave (and pay) early so that one or both parents can take leave in a more flexible way during your child's first year or the first year of your child being placed with your family. You and your partner can share up to 50 weeks' leave and up to 37 weeks' Statutory Shared Parental Leave pay if the eligibility criteria below is met.

You can take SPL in one go, be off work with your partner, stagger the leave and pay or take the time in blocks separated by periods of work.

It is important to know that if you or your partner are eligible for Paternity Leave, this should be used before SPL starts, as it cannot be used afterwards.

You won't be able to use any remaining SPL after your child's first birthday or anniversary of placement. There are different criteria for birth and adoptive parents.

### SPL Eligibility Criteria

- Both you and your partner have worked continuously for your respective employers for at least 26 weeks at the 15th week before the expected week of birth (qualifying week), or at the matching week for adoption
- You must also share main responsibility for the care of your child at the time of their birth or placement
- You must be entitled to statutory maternity or adoption pay or maternity allowance
- You must still be working for the organisation at the start of each period of SPL
- Your partner must meet the 'employment and earnings test', which requires them in the 66 weeks leading up to your child's expected due date or matching date, to have worked for at least 26 weeks and earned an average of at least £30 a week in any 13 of those weeks
- You must correctly notify us of your entitlement and provide evidence as required

Once you have satisfied the criteria to be entitled to SPL, you may be eligible to receive up to 37 weeks of Statutory Shared Parental Leave Pay (ShPP). To satisfy the pay element of Shared Parental Leave:

- You must intend to care for your child during the week in which ShPP is payable
- You must have average weekly earnings for the period of eight weeks leading up to and including the 15<sup>th</sup> week before your child's expected due date or matching date that are not less than the lower earnings limit in force for national insurance contributions
- You must remain in continuous employment until the first week of ShPP has begun

We will enhance your ShPP by topping this up to your normal salary for 24 weeks, which runs from the start date of your maternity or adoption leave.

Where an employee is entitled to receive ShPP they must, at least eight weeks before receiving any ShPP, give their manager written notice advising of their entitlement to ShPP. To avoid duplication, if possible, this should be included as part of the notice of entitlement to take leave.

## Annual Leave

You will continue to accrue annual leave and Bank Holidays whilst you are on SPL. We will automatically add these to your annual leave balance to be taken within 12 months of your return to work date.

#### Benefits

You will continue to receive your benefits whilst on SPL and any deductions which are usually made will continue throughout.

#### Notifying us of your intention to take SPL

You are encouraged to discuss your intention to take SPL with your manager as soon as possible. We need to know no later than eight weeks before the start of your or your partner's maternity or adoption leave by completing the 'Notice of Entitlement & Intention' form, which can be found on AskHR.

Once we have received your form, your SPL process starts and we will confirm what you need to know, including your eligibility for Shared Parental Leave Pay (ShPP).

You will also need to provide a copy of your child's birth certificate or, for adoption, the Matching Certificate, which you would have already provided under the Adoption Policy.

#### Taking and Varying Shared Parental Leave

You are able to submit up to three requests to take or vary the dates during the course of your SPL and you will need to give us a minimum of eight weeks' notice before you can take leave.

Unfortunately, there may be occasions where it is difficult to accommodate SPL. Should this occur, your manager will discuss this with you with the aim to find an arrangement that meets your needs and that of the business. Full details of the process to take or vary SPL will be sent to you in your confirmation letter.

#### During Shared Parental Leave

We want you to feel connected to work, as much as you need, during your SPL therefore your manager would like to maintain reasonable contact with you to let you know about anything important such as job opportunities and organisation announcements. Due to security restrictions, access to Fujitsu systems is not possible during the entirety of your adoption leave therefore please ensure that you agree with your manager your preferred contact method whilst you are away from work; phone call, text, personal e-mail.

You can use up to 10 paid 'Keeping in Touch' (KIT) days and up to 20 paid 'Shared Parental Leave in Touch' (SPLIT) days. KIT and SPLIT days are optional for you to take part in meetings, training or ease yourself back into work KIT and SPLIT days must be agreed with your manager.

### Supporting Information

We trust you to provide accurate information to support your eligibility for SPL. However, if we have been informed by the HMRC that a fraudulent claim was made or where there is a suspicion that fraudulent information has been provided, we will investigate in accordance with our Conduct Policy.

## Paternity Leave

To ensure that you get to spend quality time with your new arrival you can use our paternity policy when your partner or spouse has given birth. You can take up to two weeks' time off work. The two weeks can be consecutive or separate blocks of one week, within the first 52 weeks after the birth.

You are encouraged to let your manager know as soon as possible, and although we appreciate that you may wish to wait, you will need to let us know before the end of the 'qualifying week'. To work out the qualifying week, use a calendar to count back 15 weeks from the week the baby is due. The qualifying week starts on a Sunday and ends on a Saturday. For adoption please let us know, within one week of being matched with a child, unless that is not reasonably possible. You will need to complete either form SC3, 'becoming a birth parent' or SC4, 'becoming an adoptive parent (or a parental parent order)' which can be found on AskHR.

Once you have notified us, your paternity leave process will start and we will then be able to confirm what you need to know, including your eligibility for paid paternity leave.

### Enhanced Paternity Pay

We will automatically enhance your Statutory Paternity Pay (SPP), so that you receive full pay for each week you take as paternity leave. If you:

- have been with us for 26 weeks at 15 weeks before your baby's due date or for adoption the week in which you are notified of being matched with a child
- have or expect to have responsibility for the upbringing of the child
- be the biological father of the child, the adopter, be married to, or the partner of, the child's birth parent or adopter.

If you do not qualify for paid paternity leave, please speak with your manager about other ways we can support you to have time away from work to care for your child.

### Additional Support

We recognise how important it is for you to be present with your partner (or surrogate) at antenatal or adoption appointments. You can take up to two days' paid leave to attend these appointments. If you need more than two days, please speak with your manager who will try to accommodate your request.

## Pregnancy Loss

At Fujitsu we are committed to supporting all employees who suffer the loss of a pregnancy, regardless of length of service. We know that pregnancy loss can be a devastating experience whether it happens to you, your partner or the surrogate having your baby.

If you are reading this because you have been affected, we are sorry for your loss. We understand that for some, pregnancy loss whenever or however it happens is a type of bereavement and that getting the right support at work is crucial.

Pregnancy loss includes but is not limited to:

- Stillbirth - the loss of a baby from 24 weeks, during labour or birth
- Neonatal Loss – the loss of a live-born baby up to 28 days after the birth
- Miscarriage – the spontaneous loss of a pregnancy during the first 24 weeks
- Ectopic pregnancy – when a fertilised egg develops outside the womb
- Molar pregnancy – when an abnormal fertilised egg implants in the uterus
- Embryo Transfer Loss – when an embryo transfer during fertility treatment doesn't result in pregnancy
- Abortion or termination of pregnancy- a medical or surgical procedure to end a pregnancy

### Time Off

If you are the pregnant parent and experience pregnancy loss, a stillbirth or neonatal loss, after 24 completed weeks of pregnancy you are entitled maternity benefits. You can find more information in the Maternity section of this Handbook and [our Maternity Guidelines](#).

We provide paid time off for up to 4 weeks for bereaved parents of a child of any age, including pregnancy loss before 24 weeks. This includes whether it happens to you, your partner or the surrogate having your baby and there is no limit on the number of times you can take it if you are affected by more than one loss.

If you require a further period of absence or support please speak with your manager. Emotional and physical recovery from a pregnancy loss does not have a time limit and you may find you need to take further sickness leave after having returned to work. Employees should not feel judged or discriminated against when requesting time off to recover from loss.

It's important that you contact your manager as soon as possible if you are affected by pregnancy loss, so that we know what's happening and how we can support you. If you don't feel like you can speak to your manager, we have an [Employee Assistance Programme \(EAP\)](#) You can contact the EAP 24 hours a day on **GRO**

If you have been affected as a family member (as a grandparent for example) and need time off to support your loved one, please refer to our [Emergency Leave](#) section of this Handbook.

### IVF and Fertility

We understand that you may have unique challenges if you experience both pregnancy loss and infertility. This policy applies if pregnancy loss occurs after you or your partner have had fertility treatment from the point of embryo transfer onwards.

### Medical Appointments and Support

We encourage you to speak to a GP if you have experienced pregnancy loss. It is likely you may need time away from work to attend medical appointments (or to support your partner) and that it may be challenging to arrange appointments around working hours. We will support you to take a time off to attend appointments and ask that you inform your manager in reasonable time.

All employees and their families can access GP support 24 hours a day through our Smart Health virtual GP service. Smart Health provides virtual health services from 24/7 GP appointments to second medical opinions and proactive health guidance. Smart Health is completely confidential and nobody at the Fujitsu will be provided with access to any information you share. For more information on how to access, visit our [Wellbeing Portal](#).

#### Confidentiality

If you tell your manager about your own experience or your partners pregnancy loss, they'll keep this confidential and won't share this information unless you say it's okay – except if we've got serious concerns for your safety or that of others.

#### Counselling

You can access free, professional and confidential counselling 24 hours a day through our [Employee Assistance Programme \(EAP\)](#). You can access this is via the mobile app or if you prefer you can call them on [GRO](#)

If you would prefer to speak to someone who is specially trained in the kind of pregnancy loss you have experienced, you can contact one of the specialist organisations listed at the end of this policy.

#### Returning to Work

Returning to work after pregnancy loss can be extremely challenging. There might be reasonable adjustments we can make at work to help you cope if you find things difficult. These are likely to be temporary changes while you adjust to coming back to work.

We encourage you to have an ongoing discussion with your line manager about the support you might need. Your manager may do a risk assessment to understand more about how your experience might affect you at work and discuss any adjustments. The reasonable adjustments we can make will depend on your circumstances, but the types of changes that might help could be:

- Changing your start time if you're experiencing disturbed sleep
- Providing more breaks
- Adjusting start and finish times
- Adopting Hybrid Working, if you have a suitable role
- Making sure you've got easy access to toilet facilities
- Turning your camera off when on video calls

#### Further support

Remember we have an [Employee Assistance Programme \(EAP\)](#) who can provide colleagues with support. It's independent and totally confidential.

There are lots of charities and other specialist support groups who offer information and support about pregnancy loss. Here are some that you might find helpful:

- The Miscarriage Association – an organisation which offers support and information for those affected by miscarriage, ectopic or molar pregnancy as well as signposting for counselling services.
- Petals – provides specialist support and counselling after pregnancy loss
- Tommy's - a charity that funds research into pregnancy problems and provides information for parents-to-be.
- SANDS can offer you support if your baby dies during pregnancy or after birth.
- ARC a national charity offering parents support through antenatal screening and its consequences, including bereavement.
- Abortion Talk - a new charity offering people the chance to talk about abortion in a non-judgmental and supportive environment.
- The Fertility Network – a charity offering resources and support for those affected by fertility issues
- The Ectopic Pregnancy Trust – supporting people with early pregnancy complications

## 9. On the Road

### Travel and Expenses

We support a flexible way of working which we call Work Your Way. Using of our company authorised communication tools and the 6Cs, to guide your decision of whether to come into the office or travel for a face-to-face meeting, enables you in achieving a work-life balance and support our environmental sustainability target.

Where there is a necessity to travel or stay away from home due to a work activity, you are expected to always act in Fujitsu's best interests. You will be reimbursed your expenses, which comply with this policy and all relevant legislation.

Contingent workers incurring expenses on behalf of Fujitsu must adhere to this policy although make any expense claims via their own company payroll/staffing agency.

#### What you need to know

- All travel must be pre-approved by your line manager or project manager, as appropriate
- You can only claim expenses when it directly relates to work
- You must submit expense claims accurately online within 30 days
- All travel, overnight stays, and parking costs to your normal place of work is entirely at your own expense
- You must raise an AskHR call if you regularly travel to the same location for more than 2 days a week over a 18 month period, as this may create a secondary place of work for tax purposes
- Our Expenses Team aim to review each submitted claim within 7 days and let you know if they have been approved or rejected
- Claims will be rejected if they are not evidenced with an itemised receipt (with VAT where appropriate)
- A Credit / Debit Card receipt is not acceptable as evidence to support an expense claim
- You must not profit from any expense claim made

### Travel

Our UK&I Travel & Expenses Portal is the best place to find all the information you need relating to business travel including expenses systems access. Use of the approved Online Booking Tool, Cytric, and / or our Travel Management Company (CTM) is mandatory, as this provides us with the ability to communicate with you in the case of a travel advisory or emergency. For travel booking to high risk destinations please refer to this guidance.

Safety and security are paramount to Fujitsu and particularly so when travelling. There are relevant considerations when making travel decisions, such as the location of a hotel or a mode of transport. If in doubt, you should take the safer alternative – see the Health and Safety Portal for more information on traveling safely.

All travel must be pre-approved. You will not be issued a ticket without travel authorisation.

To reduce costs, you should utilise:

- The mandatory Online Booking Tool for all simple one way or round trip travel reservations

- A Fujitsu corporate travel and expense card; frequent travellers are strongly encouraged to apply for a Fujitsu corporate credit card to avoid using your own funds for regular business travel expenses. [You can find out more about our corporate credit cards here](#)

## Flights

You must book your flight using the Online Booking Tool, or for complex journeys use the approved Travel Management Company, in the lowest economy class airfare, avoiding restricted and non-refundable fares. First class fares are strictly prohibited under all circumstances.

For international travel, you can book a Premium Economy flight based on the following criteria:

- Flight segments of at least 8 hours in duration
- Total duration of return flight duration of 16 hours
- If you are travelling with a customer
- There are pre-approved medical exceptions

## Advance Ticket Purchases

To secure the most favourable pricing you should book as early as possible, taking into consideration cancellation options.

## Airline Baggage Fees

One checked piece of baggage to the airline maximum weight restriction will be reimbursed. Excess baggage fees are your responsibility.

## Aircraft Wi-Fi

Aircraft Wi-Fi is reimbursable subject to manager approval.

## Frequent Flyer Programmes, Denied Boarding and Other Airline Promotions

You may accrue promotional benefits such as air miles or frequent flyer benefits for your own personal use; however, the availability of such benefits must not influence your choice of airline or flight.

Mileage and free tickets offered by the airlines through frequent flyer programmes are the property of the person travelling. Any upgrades made through the use of any frequent flyer programme must be requested and arranged by you. Costs associated with the upgrades are to be paid by you and will not be reimbursed by Fujitsu.

Proper management, point validation and discrepancy resolutions to frequent flyer programme/promotions are your sole responsibility.

You must not volunteer for denied boarding compensation.

You must not seek to benefit personally from financial compensation awarded for delayed or cancelled flights. You may accept vouchers, arrangements for refreshments, meals and accommodation during a disrupted journey.

## Taxis

The use of taxis is not permitted, where it is safe and practical to use public transport.

The reimbursement of taxi fares may be claimed in following exceptional circumstances:

- No suitable public transport is available
- Two or more are travelling together and the cost is split resulting in greater value for money

- The need to carry heavy or large items, with prior approval from your line manager and only where the costs are incurred on a qualifying business journey, such as a journey to a temporary workplace

## Car

Business mileage claims can only be made by those using their private vehicle for business travel and do not have a reimbursable fuel card.

The business mileage claim rates are different for those using a private vehicle to those with a car allowance. For those who receive a car allowance, in lieu of a company car, mileage rates are based on your Car Category Allowance Rate. You can find information on [Mileage Rates](#), including the rates for EVs, within our [Cars and Driving Portal](#). If you drive an electric vehicle, you will need to claim any business miles driven through the Company's expense system.

Mileage cannot be claimed for travel between home and your normal place of work. You can claim mileage if you are travelling from home to another location, be it another Fujitsu location or customer site, unless that location is within 5 miles of your contractual location.

## Car Sharing

Car sharing is encouraged where possible when on business travel. A passenger payment of 5p per mile per passenger can be claimed by the car driver for business miles which excludes the normal commute. The passenger must work for Fujitsu and their name, business miles and total claim value must be stated on the expense claim.

## Bike

You can claim 20p per mile if using your bike for business travel.

## Rail

Travel should be booked in advance through the Fujitsu online travel tool. To secure the most favourable pricing you should book as early as possible.

All train bookings should be Standard Class or the Economy equivalent. However, where First Class or equivalent travel is the same cost or cheaper than Standard or Economy Class or is required to accommodate disability or accessibility needs (where Standard Class or Economy equivalent facilities do not meet this), this can be booked. You will need to provide evidence of comparative pricing with your expense claim.

In some cases, it may be beneficial for you to purchase a railcard which offer discounts for travel across the UK. [Railcards](#) offering these concessions are the Young Persons Railcard, Disabled Persons Railcard, Senior Railcard and the Network Railcard for travel in South East England. The cost of railcards can be claimed via a [Taxable Claim form](#), accompanied by a receipt. You can find more information on this process in our [Railcards Information Sheet](#).

## Ferries/Boats

When necessary and cost effective, ferries and boats may be used as a means of business transportation.

Eurotunnel and Ferry reservations are unable to be made via the Fujitsu Online Booking Tool, instead these must be booked offline using a Travel Approval Form (TAF) found in the [Fujitsu Offline Travel Policy](#).

## Car Hire

If you do not have a company owned vehicle or are not in receipt of a cash allowance, you must first try to borrow a company car or pool car from your manager or a colleague. If this is not feasible, a vehicle may be hired using the Fujitsu Online booking tool, or in case of complex bookings please contact the Travel Management company (CTM).

In order to minimise our costs cars must only be hired as a last resort.

You must not hire a vehicle through Europcar for problems with your company owned vehicle. This must be arranged via the relevant leasing company.

### Parking

Car parking fees incurred as part of a business journey are reclaimable. If visiting a Fujitsu site, you should seek on-site parking before incurring third party costs. Where possible, expense claims for parking fees should be supported by receipts.

You should always use the most economic parking when parking at airports.

### Other Travel Guidance

#### Group Travel

Our policy on group travel, which is aligned to Fujitsu's insurance policy governs some restrictions on group travel.

When group travel is necessary for business purposes, you must adhere to the following guidelines:

- No more than 4 direct reports to either the CEO, MD or their equivalent should travel together regardless of the mode of transport
- Teams with specialist skills should not travel together, regardless of how many members are in the team
- There is a limit of 10 people travelling together over a long distance or overseas in the same vehicle or mode of transport (plane, ferry, train etc.).

#### Regular Commute to a Site/Location

Your normal place of work is determined by your contract of employment and you should be mindful of regularly travelling to another place of work. There is a personal tax liability if you claim commuting expenses to a regular place of work (2 days or more a week) for an on-going period irrespective of your contractual normal place of work. If you are working in this way for a period of 18 months, please contact AskHR and your manager.

#### Passport, Visa and Immunisation Requirements

You must have appropriate documentation for travel prior to requesting approval for business travel. It is your responsibility to ensure your passport is current and has sufficient validity if international business travel is required in your role.

Fujitsu will reimburse visa, immunisation and related processing fees, related to business travel requirement. Prior to travel, you are responsible to check your passport, visa and immunisation requirements via the Travel Management Company.

#### Security

Fujitsu staff who have access to sensitive Government information, arguably face a higher level of security risk when travelling. Foreign intelligence services are active against Government interests

all over the world and not just in their own country. Please read the [Ask Security Knowledge - Advice regarding travel for employees working on Government contracts](#)

Attention is drawn to Fujitsu's Acceptable Use Policy (AUP) that private travel to foreign countries should not occur without the necessary consent and approval (DNS employees should reference their own process).

#### International Travel

You can find guidance information regarding the health, safety and security risks associated with any business travel abroad on our [International Business Traveller Employee Guidance](#). Within this page is an International Business Travel Employee Handbook which sets out your responsibilities as an international traveller as well as provide you with information in the event of encountering any issues whilst you are abroad.

## Expenses

All expenses should be made through our expenses system [Concur](#).

### Meals and Incidental

Meals and Incidental will be reimbursed in accordance with the table found below in Appendix 1 – Reimbursable Expenses. You are not entitled to claim reimbursement for lunch unless you are entertaining clients or taking part in an “event” (i.e., team building event) that has grandparent manager approval.

### Lodging and Accommodation

Hotel and B&B reservations must be made through the Fujitsu Online Booking Tool, or Travel Management Company if not visible using the Tool. In the event of budget accommodation not being available via the online booking tool, please call the Travel Management Company to make the reservation. You cannot expense overnight hotel accommodation near your contractual base location.

### Hotel Cancellations, Guarantees, Late Arrivals

Hotel reservations, if made via the preferred method are guaranteed for late arrival. If travel plans change, it is your responsibility to use the Online Booking Tool first or contact the Travel Management Company if you need to cancel reservation a reservation at short notice. Any changes should be made according to the hotel's cancellation policy to avoid 'no-show' charges. Unless there is an urgent or compelling business reason for cancelling reservations after the expiration of the cancellation deadline, any fee that may be charged is your responsibility and is not a reimbursable expense. Reimbursement will be at the discretion of the approving manager.

### Settling Hotel Bills

When paying your hotel bill ensure you obtain an itemised invoice (with VAT where appropriate) on departure (or arrival if settled on arrival).

### Wi-Fi/Internet Fees

Fujitsu preferred hotels will generally include complimentary Wi-Fi as standard. Should a hotel rate not include Wi-Fi, you should refer to the [Use of Mobiles as Data Hotspots guidance](#).

If a paid internet connection is the only available option, the cost must be pre-approved by your line manager prior to submitting an expense claim.

### Staying with Friends

Where you are able to stay with friends, or able to make some other arrangement for accommodation, an allowance can be claimed of £45.00 per night via our expenses system. As HMRC require that the allowance is subject to tax and national insurance contributions, you will receive a grossed-up payment via payroll which will ensure a net amount of £45 per night is paid. This amount will also be shown on your payslip.

As the allowance is a taxable benefit, claims must be made on [Staying with Friends \(Taxable Claim\) Form](#). Authorised forms can be returned via an email from your manager to

**GRO**

Meals can NOT be claimed separately as an expense. The allowance of £45.00, per night, is intended to cover the cost of both food and accommodation whilst staying with friends.

This is particularly cost effective for Fujitsu and should be used wherever possible.

### Business Entertainment

Business Entertainment is defined as but not limited to, sporting events, theatres, meals, etc.

These expenses are reimbursable if they are directly related to conducting Fujitsu's business, are directly preceding or following a business discussion, or are necessary to accomplish some useful purpose connected with Fujitsu business.

The [Entertainment Costs Reporting Guidelines](#) provides more information including what expenses should be included in the Client Entertaining category. Any costs associated with your attendance at a business entertainment function should be preapproved by a grandparent manager and included in the Business Entertainment category unless the exceptions mentioned in Section 4 of the Entertainment Costs Reporting Guidelines apply.

Excessively expensive meals, alcohol charges and entertainment that can be perceived as extravagant and unnecessary should be avoided and are subject to grandparent manager approval.

The most senior person in attendance must pay the bill when more than one Fujitsu colleague attends. Names of those in attendance must be entered into the expense reporting system.

### Gifts, Hospitality, and other contributions

It is important that you are familiar with, and follow our compliance process on gifts, hospitality and other contributions not only to protect Fujitsu's values and reputation but also to ensure we all act in accordance with external rules and regulations. You can find guidance and FAQs on our [GHC Portal](#).

You should register and obtain approval for all significant GHC activities in the [GHC Register](#), which replaces the GHC Disclosure System. Also refer to the [UK&I Gifts and Hospitality Sub-Master Policy](#).

### Employee Entertainment, including personal gifts and prizes

All employee entertainment, including team building events must be pre-approved by a grandparent manager, specifying dates, event type, justification and cost. The most senior person in attendance at an event must be the person responsible for paying the bill and claiming back the cost. The cost prizes to be awarded, for example at team events, cannot be claimed via expenses.

Gifts to people employed by Fujitsu are limited to a maximum of £50 and only in the following instances:

- Bereavement
- Significant illness

Must have approval from a grandparent manager.

You cannot claim for gifts for a new parent. Managers should request a company gift bundle via AskHR.

As with Business Entertainment, there is more information on Employee Entertainment in the Fujitsu UK [Expense Entertainment Costs Reporting Guidelines](#)

### Other Expenses

#### Communications

You are expected to avoid excessive telephone charges and utilise the lowest cost method of communication available i.e., maximising the use of the Fujitsu office connections for networking and phone calls, toll-free numbers, low-cost Wi-Fi etc.

#### **Business Travel Accompanied by Spouse/Partner**

Fujitsu will not reimburse expenses for your spouse or partner whilst on a business trip and Fujitsu travel insurance coverage will not be provided.

#### **Combining Business and Personal Travel**

Fujitsu resources are in no way to be used to fund personal travel. You may extend a business trip to accommodate personal travel, but only if the personal travel is entirely incidental to the business trip. In these circumstances, you must meet all additional costs relating to the 'personal' element of the trip. This includes the difference in costs if the actual arrangements (such as flights) are more expensive than the arrangements that would have been appropriate based on the business aspect of the trip. You may not use any cost savings to contribute towards personal travel if your actual travel arrangements are cheaper than those that would have been appropriate based on the business aspect of the trip (this includes if you downgrade tickets).

#### **General Purchases**

Purchases of supplies or services not associated with travel are not generally permitted. Exceptions must be pre-approved by your line manager or project manager, where appropriate.

Purchases of technology such as laptops, tablets, software, mobile phones, accessories, etc. will not be reimbursed to you through the Fujitsu expense process. Go to [My IT](#) to order IT equipment.

#### **Hotel Loyalty or Reward Programmes**

You may participate in and retain hotel programme benefits for personal use. Programme participation must not influence hotel selection outside of the Fujitsu preferred programme. Fujitsu will not reimburse membership fees or other expenses incurred in these programmes. Proper management, recording and resolution of discrepancies are your sole responsibility, not of the approved Travel Management Company. You may choose to use these personal incentives for business travel but will not be compensated by Fujitsu for use of those incentives.

#### **Insurance and Medical Emergencies**

##### **Travel Insurance**

Fujitsu provides global travel insurance coverage for you when travelling on company business. The Global FSH Travel Policy covers 24/7, 365 days worldwide coverage for our people based in the UK (as well as Ireland, France, Denmark, Estonia, TDS Germany, Luxembourg, USA and Norway).

Fujitsu do not provide insurance for personal holidays etc.; however, you have the option to purchase this in Your Choices.

#### **Lost or Damaged Baggage**

Checked in baggage that is lost or damaged by the airline is not covered under our travel insurance policy. In the first instance you should make a claim against the carriers. If this is not successful you must supply evidence that the carriers are not willing to reimburse the costs. You can then make a claim through the expenses system attaching the appropriate receipts.

### Loss of Company Property

If you experience a loss or damage to Fujitsu property while travelling, report it to officials at the location where the loss has occurred, the local police and Ask Security as soon as possible.

### Medical Emergency Expenses

Medical expenses incurred while travelling on business may be eligible for reimbursement via your medical plan or business travel insurance. Consult the AskHR for guidance.

### Resources and Guidance

Expenses Policy Guidance and Best Practice

UK&I Travel & Expense Portal

Cytric Travel Booking System

Personal Dashboard (cytric.net)

## Appendix 1 - Reimbursable Expenses

	Limit inclusive of VAT	Conditions of when and how claim can be made
Breakfast	Up to a maximum £12.00	Leaving home before 6.00am if normal start time is 8.00am or later.  After staying overnight at a hotel on a room only basis.
Lunch	Not applicable	Not entitled to claim.
Evening Meal	Up to a maximum of £32.50 for restaurant meals including a drink (alchololic or non-alcholoic)	When on overnight business travel (except when claiming the 'staying with friends allowance').  When your business travel exceeds a 4 hour duration extending past 7.30pm (excludes shift work and Out of Hours work where normal finishing times generally extend beyond this time).  Where multiple Fujitsu colleagues are present it is preferable for all attendees to pay separately for their portion of the bill and receive individual receipt, with VAT where appropriate. Please do not pay for Non-UK Staff or contractors – as this cost will not be reimbursable to you.  You can claim a lower amount when choosing to self-cater from a supermarket. The amount must be receipted and is inclusive of drinks. The purchased items must be predominantly made up of food rather than drinks.
	Maximum £15.00 for self-catered meal	
Gratuity	Additional maximum 10%	An additional 10% can be claimed for gratuity when consuming an evening meal in a restaurant. Gratuity must be evidenced on receipt.
Snack	Maximum £4.25	When business travel exceeds more than four continuous hours and a meal is not claimed.  Not applicable to those who are visiting other Fujitsu sites or customer locations as part of their day-to-day work.

Incidental Overnight expenses	Maximum £5.00 UK or £10.00 Overseas per 24hr period	<p>Minimal incidental expenses will be allowable on a receipted actual cost basis to cover items such as a telephone call home or to purchase a toiletry item that has been forgotten for example. This also applies to attendance at training courses.</p> <p>This is not an automatic allowance. Only seek reimbursement for costs incurred that are additional to normal daily expenditure where you have an itemised receipt.</p> <p>If you are on secondment, you are not entitled to claim incidental overnight expenses. You are eligible to claim up to £15 for normal meals, separately. Please see below. separately up to £15 for normal meals (see below).</p>
Laundry	Generally not reimbursed but max. 6 times per trip	Laundry costs can only be claimed in exceptional circumstances or when the hotel stay is unplanned and there has been no opportunity to plan and pack additional clothing.
Hotel Wi-Fi Costs	Use free Wi-Fi areas or <u>Use of Mobiles as Data Hotspots guidance</u>	<p>Accommodation booked via our Online Travel Tool will generally include complimentary Wi-Fi as standard. Where complimentary Wi-Fi is not included in the hotel or B&amp;B, and this is necessary, the cost must be pre-approved by your line manager.</p> <p>You should refer to the <u>Use of Mobiles as Data Hotspots guidance</u>.</p>
Gifts	£50 max	<p>Gifts to people employed by Fujitsu are limited to a maximum of £50 and only in the following instances:</p> <ul style="list-style-type: none"> <li>▪ Bereavement</li> <li>▪ Significant illness</li> </ul> <p>Must have approval from a grandparent manager.</p> <p>You cannot claim for gifts for a new parent. Managers should request a company gift bundle via AskHR.</p>

## Appendix 2 - Non-Reimbursable Expenses

The following is a list of expenses that will not be reimbursed, including but not limited to:

Flights	<ul style="list-style-type: none"><li>▪ Airline VIP club fees, dues or memberships</li><li>▪ Airline seat or class of service upgrades</li><li>▪ Customs violation fines due to content in luggage</li><li>▪ Headset rentals, in-flight movies, alcoholic drinks</li><li>▪ Registered traveller programmes such as CLEAR, Global Entry</li><li>▪ Cost of damaged or lost luggage or personal items</li><li>▪ VIP lounges or airport conference rooms</li></ul>
Lodging/Accommodation	<ul style="list-style-type: none"><li>▪ Hotel reservation no-show/cancellation charges</li><li>▪ Hotel room upgrades</li></ul>
Cars	<ul style="list-style-type: none"><li>▪ Car wash/Valet services</li><li>▪ Repairs, maintenance or insurance of personal vehicle</li><li>▪ Traffic or parking related fines, towing or court fees</li><li>▪ Travel to/from your home and normal work location (commuting)</li></ul>
Corporate Card	<ul style="list-style-type: none"><li>▪ Corporate card reward membership programme</li><li>▪ Finance charges, penalties on corporate cards</li></ul>
Other Travel	<ul style="list-style-type: none"><li>▪ Excessive tips and/or where already included</li><li>▪ Personal air, car rental, travel and/or other personal trip insurance</li><li>▪ Spouse/companion travel costs</li><li>▪ Theft or accidental loss of property, unless directed by company insurer.</li></ul>
Personal	<ul style="list-style-type: none"><li>▪ Contributions (Political party, Charity, etc.)</li><li>▪ Excessive personal calls</li><li>▪ Dependent care, babysitting, animal sitting fees</li><li>▪ Laundry (other than exceptional circumstances)</li><li>▪ Items of personal nature (clothing, shoes, newspapers, toiletries, etc.)</li><li>▪ Personal entertainment or activities including but not limited to in-room movies, sightseeing tours, green fees, spa charges</li><li>▪ Personal grooming (e.g., haircut, shave, shoe shine, etc.)</li><li>▪ Theatre, films or other personal amusements</li><li>▪ Newspapers</li></ul>
Technology	<ul style="list-style-type: none"><li>▪ Software application fees</li><li>▪ Hardware expenses (e.g., laptops, tablets, printers)</li></ul>

- Refer to the Global Procurement Policy for additional details

## Driving on Company Business

You may be required to drive on company business, whether you are a company vehicle driver, a driver using your own vehicle, or you are using a hire or pool vehicle. There are [Vehicle Guidelines](#) available which provide information on driving on company business, as well as company vehicles and car allowances.

You can also find our [Driving and Occupational Road Risk Procedure](#) and further safety information on the [Driving and Commuting](#). It is essential that everyone who drives on company business has read and understood the policy and guidelines. This will ensure that we drive in a legal and safe manner, using a road worthy vehicle.

Where we are providing a company vehicle, we strive to provide cost effective, quality vehicles from reputable manufacturers. We are striving to continually reduce our impact on the environment, so we also encourage all of our people to reduce their environmental impact by using vehicles with progressively lower Carbon dioxide (CO2) emissions and higher miles per gallon (mpg) rates in order to minimise our carbon footprint. From January 2023 our new Electric Vehicle offer is available to all Company Car drivers.

Further Information on driving on company business visit [Cars and Driving](#).

## Loss or Damage to Personal Effects

Fujitsu will reimburse you if your personal property has been damaged or lost whilst you are engaged on company business.

You should ensure that when items are left unattended, they are securely locked away. If you are leaving items in a vehicle, these must be kept out of sight using the boot and ensuring that all windows, doors and other access points are securely closed and locked.

Should you need to claim please read the [Loss or Damage to Personal Effects Guidelines](#), as it contains a checklist for what you need to do in the first instance. All claims should be made within 30 days of loss or damage via AskHR.

## 10. Conduct and Grievance

Fujitsu is committed to the highest possible standards of openness, integrity and accountability therefore we have many options available for you to raise any concern about behaviours or actions that you have witnessed without the fear of victimisation, subsequent discrimination or disadvantage which are summarized in How to raise concerns in Fujitsu.

### Bullying and Harassment

Fujitsu believes that every individual has the right to be treated with respect and dignity and to work in an environment which is free from bullying, harassment and victimisation. This will enable employees to contribute more effectively to the success of Fujitsu and achieve higher levels of engagement and satisfaction.

The working environment is inclusive of all work related meetings and social events whether or not they are held at a Fujitsu location or held beyond normal working hours.

#### Key Principles

This policy and the Bullying Harassment and Victimation Guidelines define the various forms of bullying, harassment and victimisation and makes it explicit that such behaviour will not be tolerated. The Guidelines determine the standards of behaviour expected from all employees and sets out the steps to be followed if any inappropriate behaviour is alleged and/or identified.

#### Employees Responsibilities

All employees should treat everyone they meet during the course of their work with respect and dignity. Employees have a clear role to play in helping to create a culture at work in which bullying, harassment and victimisation is unacceptable. In particular employees should ensure that their conduct does not cause offence or misunderstanding to others. All employees have a personal duty and a duty to their colleagues to alert the Company to instances of bullying, harassment and victimisation.

It is the responsibility of all employees to comply with the policy and to behave in a respectful manner towards others.

#### Managers Responsibilities

Managers are responsible for the promotion of the policy and the Global Business Standards regarding discrimination and harassment, and in raising awareness among the employees they manage. They should create a working environment in which bullying, harassment and victimization is not tolerated.

Managers are expected to demonstrate exemplary personal behaviour and performance, be proactive and encourage open communication and honesty, and be accessible to employees.

Managers must intervene to prevent inappropriate conduct. They are responsible for responding positively and taking prompt action to stop bullying, harassment and victimization as soon as it is identified.

Managers are expected to be responsive and supportive to any employee who complains about bullying, harassment and victimization and ensure that confidentiality is maintained, unless there are extenuating circumstances. The Manager and HR have the responsibility of ensuring that the alleged perpetrator(s) is treated fairly whilst any investigation is carried out.

## Human Resources Responsibilities

HR Representatives are responsible for supporting all parties and for ensuring that the correct process is followed when a complaint is made.

Where an employee does not wish to speak directly to the complainant or alleged perpetrator, where asked, HR is responsible to act as a mediator to try and resolve the issue in conjunction with the appropriate manager.

In addition, HR Representatives are responsible for ensuring that all parties are kept informed of the progress of the complaint and for communicating details of any available support and counselling services to employees.

## Further Resources

[Zero Tolerance Bullying Harassment Video](#)

## Capability

Fujitsu requires that its employees adhere to certain standards of performance and attendance at all times. In order to make sure that these levels of overall capability are maintained, it is necessary for a process to be defined to ensure consistency of application and treatment of individuals. Fujitsu recognises the importance of dealing with capability matters by following a professional and fair approach that meets the standard set out in legislative requirements and the requirements of ACAS.

### Introduction

This document shows the steps to be followed if the standards of work, performance, attendance or overall capability of an employee fall below the required Company standards. They provide consistency of support and guidance for employees who require improvement.

If the main issue is that conduct has fallen below the Company standards, the Conduct Policy must be followed.

### Employees Responsibilities

Attendance - All employees are expected to attend work regularly and punctually and to follow required reporting procedures in the event of illness or other unplanned absence.

Performance - All employees are required to carry out their roles to the required standards and to raise any issues which may hinder their performance or capability.

### Managers Responsibilities

Managers are expected to manage performance in line with our performance management system. Managers are also responsible for promptly identifying and managing situations where standards of performance or overall capability may have fallen below the required level.

Managers must consider the impact to the employee on any required work related changes and discuss any potential hurdles or reasonable adjustments that may be required as a result before the change takes place.

Managers are expected to proactively address incidents of irregular or poor attendance, whether due to ill health or other reasons. Unauthorised absence and persistent lateness should be dealt with under the Conduct Policy as a disciplinary matter.

### Human Resources Responsibilities

In the event of irregular or long-term absence due to ill health, managers must seek advice from HR and Occupational Health. Where employees have disabilities that are causing absence, all appropriate adjustments to the working environment or work itself should be considered – further details are available from HR or Occupational Health.

## Key Principles

- Managing for effective performance and maximum attendance is a key management responsibility. Managers must ensure that the required objectives, responsibilities and attendance patterns are defined clearly and fairly. They must be communicated effectively to all employees to ensure understanding and the consequences of not meeting the requirements.
- Action plans to address performance which falls below requirements must be managed within the framework and principles of our performance management system. This will include giving people the opportunity to improve, within reasonable timescales, through the setting and review of specific short-term objectives together with the provision of appropriate training and support.
- Performance or attendance that is below required levels will be dealt with promptly as it occurs. Action within the process outlined below, involving formal warnings, should be seen very much as a last resort and should only be implemented after an appropriate period of support, coaching and guidance has passed without an improvement in behaviour.
- The nature of shortfalls in performance and/or attendance must be clearly communicated to individuals. Individuals must be given the opportunity to state their views and reasons for the shortfalls before any decisions affecting them are made.
- If the circumstances warrant it, lower levels of warnings can be bypassed and the appropriate level warning given. However, unless there are exceptional circumstances, the issue of a formal warning should not be the first time employees learn of a problem. The focus at all stages must be on supportive management action and clear definition of requirements to help employees as much as possible to understand and achieve required standards within a reasonable timescale.
- Where the employee is on pro-longed absence for underlying ill-health reasons it will not be appropriate to go through all the levels of warnings. The line manager will have been maintaining contact with the employee and consultation with the employee will have taken place regarding medical prognosis, suitable alternative employment (if appropriate) and reasonable adjustments. The employee will receive notification in advance as to when the Company will be considering terminating employment.
- HR advice should be sought at each part of the procedure. HR representatives will not necessarily be present at the hearings. When an HR representative is not present, the manager will manage the process and make a recommendation for the outcome. Where the recommendation is a final written warning or dismissal, the hearing must be adjourned in order for an HR Manager to review the case. The meeting will then be re-convened and continue as normal.

Where appropriate, disciplinary action for combined conduct and capability issues will be held jointly, i.e. including issues of conduct, performance, attendance or overall conduct / capability (see Conduct Policy).

- The services of HR, Occupational Health and the Employee Assistance Programme should be offered whenever appropriate
- Any evidence will be made available to employees in advance of the capability review meeting

## Informal Action

If standards of performance and/or attendance fall below those required, this should be addressed promptly and supportively during a reasonable and defined monitoring period. Managers may provide any of the following:

- Guidance
- Counselling
- Coaching
- Reasonable short-term measurable objectives
- Provision of any training or development identified as necessary to help the employee reach the identified standards

Short-term measurable objectives should be confirmed in writing in a Performance Improvement Plan form, available via AskHR > Case Management.

It must be made explicit to the individual that, if standards do not improve within the monitoring period, formal action will be taken.

### Capability Review Hearing

#### Notification of the Disciplinary Hearing

Employees will be given a minimum of 2 working days (48 hours) notice of a capability review hearing. This date can be delayed by up to 5 working days where the employee's companion is unable to make the proposed date. See section on Accompaniment below.

The letter advising employees of the capability review hearing will contain the following information:

- The reason for the capability review hearing
- The possible outcome/s of the capability review hearing
- The time, date and venue of the capability review hearing
- Who will be present at the capability review hearing
- Evidence (see below)
- A copy of the Capability Policy
- Details of who can accompany employees at the capability review hearing (see section on Accompaniment below)

#### Evidence

Any documented evidence should be made available to employees in advance of the capability review hearing. Any new evidence that becomes available after the hearing has been arranged should be provided to the employee 48 hours before the hearing. This may involve re-arranging the hearing.

#### Accompaniment

An employee may be accompanied at a capability review hearing by one of the following:

- A friend or colleague who is employed by Fujitsu (see also section on Disability below)
- A trade union representative
- An official employed by a trade union

Union representatives are required to have union certification or have received training on how to act as a companion. Alternatively, they can be a full time official of the union.

The companion may confer with the employee during the meeting and in addition may address the capability review hearing to do any or all of the following:

- Put the employee's case
- Sum up that case
- Respond on the employee's behalf to any view expressed at the meeting

The companion is not permitted to answer questions on behalf of the employee, address the hearing if the employee indicates that he/she does not wish their companion to do so, or prevent the employee from explaining his/her case or any other person at the hearing from making their contribution to it.

### Disability

A disability is a mental or physical impairment that has a substantial and long -term negative effect on an employee's ability to carry out their daily activities.

Where an individual's capability is reduced because of a disability, Fujitsu understands its responsibility to carefully evaluate situations and make reasonable adjustments before taking action potentially leading to dismissal.

The capability process (informal or formal process) must not disadvantage employees with a disability. Reasonable adjustments should be made to ensure that employees have sufficient support to enable them to participate at the same level as those without a disability. Some examples of adjustments that can be made are:

- A friend or guardian can be present at a disciplinary hearing to provide support
- In the case of speech difficulties/learning disabilities (i.e., dyslexia) the person accompanying the employee to the disciplinary hearing can speak on their behalf
- If a learning difficulty / sight or hearing defect would affect the understanding of a written letter it will be necessary for the author to explain all written documents
- The location of the meeting must have access for a wheelchair if appropriate
- Regular breaks during the disciplinary hearing if required

### Long Term Illness

Where an employee is absent due to long term illness the same reasonable adjustments will apply as above.

### New Allegations/Evidence

A capability review hearing should not consider any capability issues about employees other than those set out in the invitation to the capability review hearing. However, occasionally, further capability issues occur, or become known, after the invitation to the capability review hearing has been issued. In such circumstances, the new issues or evidence of these issues can be introduced to the hearing, as long as the employee has been notified of the issues or received the new evidence 48 hours in advance of the hearing.

### The Hearing

The purpose of the capability review hearing is to consider all the facts, to enable employees to put forward an explanation or mitigating circumstances for the capability issues and to apply an appropriate sanction if necessary.

Where possible, the capability review hearing will take the following format:

- An explanation to the employee as to why the meeting is taking place and its purpose
- An introduction of all those present
- A check that both parties have all evidence
- The capability issues should be presented first
- The employee's case should then be presented
- The capability review manager should question the employee
- The employee should be allowed to question the managers and any witnesses
- Both parties throughout the meeting will ask questions for clarity
- Adjournment

Audio recordings of capability review hearings are not permitted as they can affect the natural flow of the meeting. If there are special reasons why it is necessary for the hearing to be recorded it must be agreed with both parties prior to the disciplinary hearing.

#### Adjournment

There may be short breaks during the hearing or adjournments for a variety of different reasons.

After the capability review hearing it is important to adjourn the meeting to allow time for the manager to weigh up the evidence and seek additional advice if appropriate, in order to make a balanced judgment.

#### Decision

When deciding whether a formal warning is appropriate, the capability review manager will consider the following factors:

- The nature of the capability
- Any disabilities and reasonable adjustments
- Any precedents
- The employee's general employment record and career history
- The employee's length of service
- Any explanation put forward by the employee
- Any special circumstances which might make it appropriate to adjust the severity of the penalty.

Once the meeting has been reconvened, the manager will either:

- Announce the decision and the reasons behind it and confirm it in writing within 5 working days
  - or
- Announce that a decision will be sent in writing if it is not appropriate to give a decision on the day of the capability review hearing

This does not preclude a capability review hearing being adjourned for further investigation and then reconvened.

### Sanctions

Where it is necessary to involve formal warnings, the sanctions below may be applied after an appropriate hearing. Failure to maintain acceptable standards of work, attendance, performance or overall capability can lead to dismissal if necessary improvements are not made.

#### Level 1 – Written Warning

If standards of work, performance, attendance and/or overall capability have not improved to a satisfactory level or have deteriorated during the monitoring period, the manager may issue a written warning. Employees should be warned that failure to achieve and maintain a sufficient improvement during the agreed monitoring period will lead to further formal action. Appropriate guidance and support should continue to be offered and employees must be advised of their right to appeal. Employees should be made aware that a lack of improvement will lead to further sanctions including dismissal.

#### Level 2 – Final Written Warning

If, following a written warning, standards of work, performance, attendance and/or overall capability have not improved to a satisfactory level or have deteriorated during the monitoring period, the manager may issue a final written warning. Employees should be warned that failure to achieve and maintain a sufficient improvement during the agreed monitoring period will lead to further formal action. Deterioration during the monitoring period could lead the manager to reduce the length of the monitoring period. Appropriate guidance and support should continue to be offered and employees must be advised of their right to appeal. Employees should be made aware that a lack of improvement will lead to dismissal.

#### Level 3 – Dismissal

If, following a final written warning, standards of work, performance, attendance and/or overall capability have not improved to a satisfactory level or have deteriorated during the monitoring period; notice of dismissal on the grounds of capability will be issued to the employee by the manager. At the review meeting, dismissal will be communicated to the employee and confirmed in writing with a summary of reasons within 5 working days. Employees must be advised of their right to appeal. The decision to dismiss on the grounds of capability will be made by the employee's immediate manager who will be supported by the HR Manager.

Termination of employment will normally be with contractual notice and the Company reserves the right to substitute pay in lieu of notice. Employees may be required to work all or part of the notice period, and to take any outstanding paid holiday entitlement during that period.

There may be exceptional circumstances when the manager may explore alternatives to dismissal, if appropriate, in consultation with HR.

### Monitoring Period

At all stages, a realistic timescale for review should be set within which specific improvements are expected. In most cases this will be between one and three months at each stage of the process, depending on the individual circumstances and rate of improvement. Required standards should be provided in writing and be clearly explained. Remedial help should be offered, e.g., appropriate

training / development, coaching, counselling, and use of the services offered by Occupational Health, HR, and the Employee Assistance Programme if appropriate.

### Records of Warnings

Copies of warnings will be recorded on the HR Database and kept in the employees personnel file along with any evidence. First written warnings will normally expire after 6 months and final written warnings will normally expire after 12 months. Warnings will normally be disregarded for progressive purposes after this time has elapsed, subject to satisfactory performance, work, attendance and/or overall capability during that time. However, there are occasions where the issues are repetitive that, although not warranting dismissal, it cannot realistically be disregarded for progressive purposes. In such circumstances a final written warning can never be ignored and any recurrence is likely to lead to dismissal. Employees will be informed at the time of the decision if the warning is to remain on their file indefinitely.

### Appeals

Employees wishing to appeal against a warning or dismissal for poor performance, attendance, or overall capability must inform the person who made the decision, in writing, within 5 working days of receipt of the letter informing them of the decision. The letter must state the reasons for the appeal and the Company reserves the right to reject any appeal that does not state the reasons.

The appeal will be heard as soon as possible by a more senior manager and an HR person who have not been previously involved in the decision. The result will be communicated within 5 working days of the appeal hearing and the decision will be final. The manager hearing the appeal has the power to ratify or overturn the earlier decision, substitute a lesser penalty, and/or make recommendations for any remedial management action required. Employees will be given the opportunity to comment on any new evidence during the appeal hearing before any decision is taken.

## Conduct

This Conduct Policy provides a framework within which managers can work with employees to maintain satisfactory standards of conduct and encourage improvement where necessary.

Fujitsu recognises the importance of dealing with conduct matters by following a professional and fair approach that meets the standard set out in legislative requirements and the ACAS and LRA Code of Practice on disciplinary matters. The policy does not form part of any employee's contract of employment and may be amended at any time.

The Conduct Policy is used to deal with misconduct and does not apply to cases involving genuine sickness or poor performance, in which case the Capability Policy must be followed.

### Key Principles

- It is our policy to ensure that any disciplinary matter is dealt with fairly and that steps are taken to establish the facts and to give employees the opportunity to respond before taking any formal action.
- All the elements that make up the disciplinary process (see below) will be followed in formal disciplinary situations. However, if the conduct is serious enough to warrant it, the lower level warning sanctions can be bypassed and the appropriate level warning given.
- Where an employee already has an un-expired disciplinary warning for conduct, then any further offences relating to conduct, irrespective of the similarity or variance to the earlier warnings, will be dealt with at the next appropriate warning level.
- Where appropriate, disciplinary action for combined conduct and capability issues will be held jointly, i.e., including issues of conduct, performance, attendance, or overall capability (see the Capability Policy).

### Informal Action

When informal action is required, the manager will promptly meet with the employee to discuss the issues and how they should be addressed supportively. During a reasonable and defined monitoring period the manager may provide any of the following:

- Guidance
- Counselling
- Coaching
- Reasonable short-term measurable objectives
- Provision of any training or development identified as necessary to help the employee reach the identified standards

Short-term measurable objectives should be confirmed in writing in a Performance Improvement Plan form, available from the HR Case Management Team. It must be made explicit to the individual that, if standards do not improve within the monitoring period, formal action will be taken.

### Formal Disciplinary Process

There are a number of elements that make up the disciplinary process. These are:

- Investigation
- Disciplinary Hearing
- Adjournment

- Decision
- Appeal Process

### Confidentiality

Our aim is to deal with disciplinary matters sensitively and with due respect for the privacy of any individuals involved. All employees must treat as confidential any information communicated to them in connection with an investigation or disciplinary matter.

Employees must not make electronic recordings of any meetings or hearings conducted under this procedure.

Employees will normally be told the names of any witnesses whose evidence is relevant to disciplinary proceedings, unless we believe that a witness's identity should remain confidential.

### Investigation

The purpose of an investigation is for us to establish a fair and balanced view of the facts. Disciplinary action will not be taken until the matter has been fully investigated. If, following preliminary investigations, it is not necessary to instigate formal disciplinary action, the matter will be closed.

In more complex cases a different person to the hearing manager may be asked to gather the facts and present this to the hearing manager.

Employees may be suspended from work on full pay pending an investigation into any disciplinary matters. Suspension with pay pending a disciplinary decision will only be used where strictly necessary. This is not a disciplinary penalty and does not imply that any decision has already been made about the allegations.

A letter will be provided explaining the suspension terms together with the reason for the investigation, the likely length of the suspension and confirming that the suspension will be on full pay.

### Disciplinary Hearing

#### Notification of the Disciplinary Hearing

Following any investigation, if we consider there are grounds for disciplinary action, an employee will be required to attend a disciplinary hearing. Employees will be given a minimum of 2 working days (48 hours) notice of disciplinary hearings to enable them time to prepare.

If the employee's chosen companion is unavailable at the time originally proposed and will not be available for more than five working days afterwards, we may ask the employee to choose someone else.

A letter will be sent to the employee advising them of the date and time of the disciplinary hearing, setting out the allegations and the basis for those allegations, and enclosing any evidence.

Employees must make every effort to attend the hearing, and failure to attend without good reason may be treated as misconduct in itself. If an employee fails to attend without good reason or is persistently unable to do so (for example for health reasons), we may have to take a decision based on the available evidence.

### Evidence

All evidence should be made available to employees in advance of the disciplinary hearing. Copies of the witness statements obtained during the investigation stage will usually be given to employees if they are relevant to the allegations against them. There may be occasions where they cannot be disclosed or it is appropriate to provide only a summary for reasons of confidentiality.

### Accompaniment

An employee may be accompanied at a disciplinary hearing by one of the following:

- A friend or colleague who is employed by Fujitsu (see also section on Disability below)
- A trade union representative
- An official employed by a trade union

Union representatives are required to have union certification or have received training on how to act as a companion. Alternatively they can be a full time official of the union.

The companion may confer with the employee during the meeting, and in addition may address the hearing to do any or all of the following:

- Put the employee's case
- Sum up that case
- Respond on the employee's behalf to any view expressed at the meeting

The companion is not permitted to answer questions on behalf of the employee, address the hearing if the employee indicates that he/she does not wish their companion to do so, or prevent the employee from explaining his/her case or any other person at the hearing from making their contribution to it.

### Disability

Employees with a disability must not be disadvantaged by the conduct process. Reasonable adjustments should be made to ensure that employees have sufficient support to enable them to participate at the same level as those without a disability. Some examples of adjustments that can be made are:

- A friend or guardian can be present at a disciplinary hearing to provide support
- In the case of speech difficulties/learning disabilities (i.e. dyslexia) the person accompanying the employee to the disciplinary hearing can speak on their behalf
- If a learning difficulty / sight or hearing defect would affect the understanding of a written letter it will be necessary for the author to explain all written documents (invitation to attend / allegation / suspension letter / outcome etc.)
- The location of the meeting must have access for a wheelchair if appropriate
- Regular breaks during the disciplinary hearing if required

### Long Term Illness

Where an employee is absent due to long term illness the same reasonable adjustments will apply as above.

### New Allegations

A disciplinary hearing should not consider any allegations about employees other than those set out in the invitation to the disciplinary hearing. However, occasionally, new allegations of further similar offences occur, or become known, after the invitation to the disciplinary hearing has been issued. In such circumstances, the new allegations can be introduced to the disciplinary hearing, as long as the employee has been notified of any new allegations and received the new evidence 48 hours before the hearing.

### The Hearing

The purpose of the disciplinary hearing is to consider all the facts, to enable employees to put forward an explanation or mitigating circumstances for the alleged breach of discipline and to apply an appropriate sanction if necessary.

Audio recordings of disciplinary hearings are not permitted as they can affect the natural flow of the meeting. If there are special reasons why it is necessary for the disciplinary hearing to be recorded it must be agreed with both parties prior to the disciplinary hearing.

### Adjournment

There may be short breaks during the hearing or adjournments for a variety of different reasons.

After the disciplinary hearing, it is important to adjourn the meeting to allow time for the manager to weigh up the evidence and seek additional advice if appropriate, in order to make a balanced judgment.

### Decision

When deciding whether a disciplinary sanction is appropriate and what form it will take, the manager hearing the disciplinary will consider the following factors:

- The nature of the breach of conduct
- Reasonable belief that the employee was responsible for the conduct
- Any precedents
- The employee's general employment record and career history
- The employee's length of service
- Any explanation put forward by the employee
- Any special circumstances which might make it appropriate to adjust the severity of the penalty
- Whether the incident is restricted to the employee or whether other employees are involved

### Sanctions

Where it is necessary to involve formal disciplinary action, the sanctions below may be applied after appropriate investigation and a disciplinary hearing. Failure to maintain acceptable standards of behaviour can lead to dismissal if necessary improvements are not made or if misconduct recurs.

#### Level 1 – First Written Warning

This will be used in cases where there is a minor offence. This warning letter will be sent to the employee and to HR for recording on the HR database and for placing on the employee's personal file.

#### Level 2 - Final Written Warning

If there is a failure to improve and conduct remains unsatisfactory, or if there is a further offence, or if an offence is serious enough to warrant one written warning only, a final written warning will be issued. The warning letter will be sent to the employee and to HR for recording on the HR database and for placing on the employee's personal file.

### Level 3 - Dismissal

Dismissal will normally only occur in cases of gross misconduct (in which case dismissal is without notice or payment in lieu of notice) or where conduct is unsatisfactory and disciplinary action at level 2 has already been invoked. A dismissal letter will be sent to the employee and a copy sent to HR in order for the termination paperwork to be actioned.

### Examples of other Sanctions:

Loss of pay in cases where employees have been absent without Leave

### Notice Period:

With the exception of gross misconduct dismissals, normal contractual notice periods will be observed (or a payment made in lieu of notice) in all dismissal cases.

### Content of Warnings

Every warning will contain clear references to the following:

- A short description of the nature of the offence/breach of policy or procedure
- The action required by the employee to improve conduct
- The nature of the disciplinary sanction imposed
- The likely consequences of further offences of whatever kind
- The right of appeal and the details relating to any appeal
- The date when the warning will cease to be taken into account, and the date when it will be removed from the employee's record

### Appeal

Employees are entitled to appeal against the outcome. Appeals must be made in writing within 5 working days of receipt of the letter notifying the decision. The letter must state the reasons for the appeal and the Company reserves the right to reject any appeal that does not state the reasons.

The appeal will be heard as soon as possible by a more senior manager and an HR person who have not been previously involved with the case. The result of this review will be communicated in writing within 5 working days of the appeal meeting. The manager hearing the appeal has the power to ratify or overturn the earlier decision, substitute a lesser penalty, and/or make recommendations for any remedial management action required. Employees will be given the opportunity to comment on any new evidence during the disciplinary appeal hearing before any decision is taken.

At the disciplinary appeal hearing, evidence may be given relating to allegations of further similar offences occurring or becoming known after the invitation to the disciplinary appeal hearing, but employees must be notified of these allegations in advance. Employees can appeal against any 'new evidence' in writing within 5 working days of receipt of the outcome of the initial appeal hearing.

The rules regarding the right to be accompanied apply, as per the disciplinary hearing. See section above entitled 'Accompaniment'.

The Company can select appropriate managers and HR representatives to hear the appeal, rather than necessarily following the line upwards from the immediate manager. For example, the appeal manager could be from the same or a different department.

### Records of Warning

Copies of warnings will be recorded on HR systems and kept in the employees personal file along with any evidence. First written warnings will normally expire after 6 months and final written warnings will normally expire after 12 months.

Warnings will normally be disregarded for disciplinary purposes after this time has elapsed, subject to satisfactory conduct, performance and attendance during that time. However, there are occasions where the misconduct is either repetitive or so serious that, although not warranting dismissal, it cannot realistically be disregarded for future disciplinary purposes. In such circumstances a final written warning can never be ignored and any recurrence or any further offence is likely to lead to dismissal. Employees will be informed at the time of the decision if the warning is to remain on their file indefinitely.

### Illegal Acts

If Fujitsu becomes aware of conduct on the part of one of its employees which could amount to a criminal offence, then usually such conduct will be reported to the police for their own investigation. The outcome of the police investigation will not necessarily be awaited before action is taken as a result of Fujitsu's internal investigation and any disciplinary hearing(s) resulting from it. Illegal acts outside work may result in disciplinary action up to and including dismissal where the alleged offence is incompatible with the position and responsibilities held by the individual, and/or where it may bring the reputation of Fujitsu into disrepute.

### Example of Misconduct

Appendix 1 is a table setting out the levels of warning and actions required for each disciplinary level.

Appendix 2 lists examples of the type of conduct that could lead to disciplinary action.

Appendix 3 lists examples of the type of conduct that constitutes gross misconduct and can lead to summary dismissal.

These lists are not exhaustive and cannot cover all circumstances which may arise. Similarly, the actions listed do not all automatically merit disciplinary sanction. There may be special/mitigating circumstances, which the manager will listen to and investigate where necessary.

## Conduct Appendix 1 – Levels of Warning

Level	Action	Offence	Management Responsibility	HR Involvement Required
Informal	Counselling / Discussion	Minor Breach	Investigate incident with employee and deal with informally, re-affirming/ explaining the standards required. This may be in the form of a PIP	No
Formal	1 Written Warning	Further breach or the seriousness of the breach warrants a formal sanction	Invite employee to attend formal disciplinary hearing, with 48 hours' notice and opportunity to be accompanied as per the guidelines. Right to appeal.	No
	2 Final Written Warning	Failure to improve further and conduct remains unsatisfactory OR more serious first offence	Invite employee to attend formal disciplinary hearing, with 48 hours' notice and opportunity to be accompanied as per the guidelines. Right to appeal.	No
	3 Dismissal	Normally only occurs in cases of gross misconduct or where conduct remains unsatisfactory and disciplinary action has already been invoked	As above plus must only be made by manager with dismissing authority with input from an HR Manager. Provide the employee (within 5 working days of the disciplinary hearing) written reasons for dismissal, the date on which employment will terminate, and details of the right of appeal.	Yes

## Conduct Appendix 2 – Examples of Misconduct

Our policies and procedures are designed to enable the business to work effectively and provide guidance to everyone working for Fujitsu as to the standards and behaviour required. These may be amended from time to time and will be supplemented by more specific guidance where necessary, e.g. health and safety and other local rules. The following list of examples of misconduct is not exhaustive. Similar matters in kind or impact may also result in disciplinary action up to and including dismissal.

### Behaviour

- Failure to comply with a reasonable management request
- Abusive, objectionable or insulting behaviour
- Foul or abusive language
- Disorderly conduct
- Sleeping on the premises
- Unauthorised absence from place of work
- Displaying or circulating offensive material (see also the Bullying & Harassment Policy)
- Acts of discrimination, harassment, intimidation, victimisation or bullying
- Failure to improve after an informal meeting or Performance Improvement Plan
- Professional Negligence
- Academic misconduct

### General Conduct at Work

- Allowing visitors on the premises without authorisation
- Unauthorised display of posters or removal of company posters
- Unauthorised distribution of written or electronic material
- Unauthorised collection of money
- Failure to return tools or equipment provided by the company
- Failure to comply with rules regarding use of company car
- Inappropriate use of company IT, communications systems or other facilities without prior approval
- Negligence, carelessness or recklessness, which could result in damage or misuse of company or customer property, facilities, equipment or products
- Undertaking work in conflict with Fujitsu
- Breach of Data Protection
- Manager's failure to follow process with regards to immigration checks
- Lapse of employee's right to work in the UK

### Health & Safety

- Failure to observe health and safety requirements
- Neglect of safety standards
- Failure to wear essential protective equipment
- Smoking in unauthorised areas
- Attendance at work in an intoxicated state

- Discussion with other employees involving the incitement to use or supply of illegal drugs

#### Absence and Timekeeping

- Absent without authorisation
- Persistent and unacceptable absence levels
- Failure to keep management informed of reasons for absence from work whether due to ill health or other reasons
- Failure to submit medical certificates in accordance with the Company's sick pay scheme
- Regularly or persistently late for work
- Leaving early without permission
- Unreasonably leaving the workplace during working hours

#### Conduct Appendix 3 – Examples of Gross Misconduct

Our policies and procedures are designed to enable the business to work effectively and provide guidance to everyone working for Fujitsu as to the standards and behaviour required. These may be amended from time to time and will be supplemented by more specific guidance where necessary, e.g. health and safety and other local rules. The following list of examples of gross misconduct is not exhaustive and matters similar in kind or impact may also result in disciplinary action including summary dismissal.

#### Theft and Fraud or Bribery

- Dishonesty, theft or fraud involving the Company and/or its employees, customers, or authorised visitors in company premises
- Theft of assets belonging to the Company or its customers
- Falsification of time records
- Fraudulently obtaining payments for work not done
- Giving false evidence of incapacity for work
- Accepting gifts, payments or bribes from people who do business or wish to do business with the company
- Giving, directly or indirectly, a bribe in any form to a government official, customer employee, or any other person who does business with the company

#### Behaviour

- Persistent refusal to accept or act on reasonable instructions
- Gross negligence, carelessness or recklessness, which could or does result in serious damage to or misuse of Company or customers' property, facilities, equipment, premises or products
- Fighting and / or physical assault
- Gross immorality or indecency
- Extreme insulting behaviour, including acts of discrimination and harassment
- Malicious damage to company or employees' property
- Possessing firearms or offensive weapons at work
- Deliberate access, downloading, propagation or display of inappropriate, indecent or offensive material, games or anything detrimental to the company's standing
- Misrepresentation of qualifications

- Serious professional negligence
- Criminal conviction for a serious offence that brings Fujitsu into disrepute

### Health & Safety

- Serious cases of non-compliance with health and safety procedures
- Smoking where it is prohibited for safety reasons
- Use of illegal drugs
- Persistent use of alcohol
- Attendance at work in a seriously intoxicated state
- The possession, sale or purchase of illegal substances or alcohol
- Incapacity through alcohol or drugs

### Diversity and Equal Opportunities

- Unlawful acts of discrimination, harassment, victimisation, intimidation, or bullying
- Malicious or vexatious allegations of discrimination, harassment, victimisation, intimidation, or bullying

### Breaches of Company Policy or Procedure

- Breach of any part of the Company's Global Business Standards
- Unauthorised release of Company information
- Breach of the Data Protection legislation
- Undertaking private work on Company premises without authority
- Use of a company vehicle for unauthorised purposes
- Unreasonable failure to attend a disciplinary interview

## Grievance

Fujitsu recognises that from time to time employees may have problems or concerns about their work, working environment or relationships with colleagues that they wish to raise and successfully resolve. The purpose of this grievance policy is to provide a robust mechanism to deal with these issues quickly, consistently and fairly. The process complies with relevant legislation and ACAS guidance.

This policy should not be used to complain about pension disputes, disciplinary action, dismissal or redundancy process. Any Lifesight pension queries should be directed to

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If dissatisfied with any disciplinary action, dismissal or redundancy process, employees should submit an appeal under the appropriate procedure. Grievances from ex-employees are not accepted under the grievance policy.

### Work Related Problems

Employees should aim to resolve most grievances informally at an early stage wherever possible, with their line manager, before embarking on the formal grievance process. Many problems can be resolved quickly and informally during the course of everyday working relationships. If this does not resolve the issue, or where the nature of the problem is such that a formal clarification of the issues is required, the formal procedure should be used.

Grievances should be raised promptly and without unreasonable delay. The Company reserves the right to reject complaints that have not been raised in a reasonable timescale.

### Formal Procedure

The following procedure will apply if the informal stage does not result in an accepted resolution:

#### Raising a Grievance

There are a number of ways that an employee can raise a grievance.

- By completing the Grievance Form and raising a call in AskHR. The form is intended to help employees structure their grievance and give some thought to the detail
- Putting their grievance/complaint in writing and submitting it to ASK HR by raising a call and categorising the call as a grievance
- Submit their grievance/complaint in writing to their immediate line manager. If submitted to the manager, the manager must promptly log the grievance by raising a call on AskHR

#### Investigations

It may be necessary for us to carry out an investigation into a grievance. The amount of any investigation required will depend on the nature of the allegations and will vary from case to case. It may involve interviewing and taking statements from the employee and any witnesses, and/or reviewing relevant documents or other evidence.

The investigation may be carried out by the grievance manager, or in more complex cases a different person may be asked to undertake an investigation and present the factual findings to the grievance manager.

We may initiate an investigation before holding a grievance meeting where we consider this appropriate. In other cases we may hold a grievance meeting before deciding what investigation (if any) to carry out.

## Grievance Meeting

The employee will be invited to attend a grievance meeting with the grievance manager and will be given a minimum of 48 hours' notice of this meeting. The employee will have the opportunity to explain their grievance and give their views on how they believe it can be resolved. The manager will fully consider the matter. This may include undertaking further investigation if appropriate.

A response will be confirmed in writing, usually within 10 working days of the grievance meeting. The response will include details on how to appeal the decision. A grievance outcome may contain recommendations for consideration such as training, education or process improvement. If a response cannot be provided within 10 working days the employee will be informed.

Audio recordings of grievance or appeal meetings are not permitted as they can affect the natural flow of the meeting. If there are special reasons why it is necessary for the meeting to be recorded it must be agreed with both parties prior to the meeting.

## Grievance Appeal

If an employee feels the matter remains unresolved, the employee may appeal. Appeals must be raised within 10 working days detailing the grounds/reasons for the appeal. The Company reserves the right to reject any appeals that do not state the grounds/reasons.

The employee will be invited to an appeal meeting to discuss the complaint. An appeal will be dealt with impartially by a senior manager who has not previously been involved in the case. The appeal manager will fully consider the matter which may involve further investigation and discussing the matter with appropriate people to gather their input and determine the facts. A response will be confirmed in writing usually within 10 working days of the appeal meeting. If a response cannot be provided within 10 working days the employee will be informed.

After this stage there is no further right of appeal.

Brief adjournments during the meeting can be requested by either the manager or the employee.

Should a grievance be against a line manager, or grand-parent manager, they will not be appointed as the grievance manager and an alternative equivalent impartial manager will be appointed. In these circumstances grievances can be sent directly to HR via Ask HR bypassing the manager if appropriate. If the employee has any concerns regarding the impartiality of an appointed Hearing Manager they should discuss this, along with their reasons, with a member of the HR Case Management Team.

## Accompaniment

The employee may be accompanied at a grievance or appeal meeting by one of the following:

- A friend or colleague who is employed by Fujitsu
- A trade union representative

Trade union representatives are required to have union certification or have received training on how to act as a companion. Alternatively they can be full time officers of the trade union.

The role of the companion is to provide support for employees. The companion may confer with the employee during the meeting, and in addition may address the meeting to do any or all of the following:

- Put the employee's case
- Sum up that case

- Respond on the employee's behalf to any view expressed at the meeting

The companion is not permitted to answer questions on behalf of the employee, address the meeting if the employee indicates that he does not wish his companion to do so, or prevent the employee from explaining his case or any other person at the meeting from making his contribution to it.

Where the companion is unavailable on the date of the proposed meeting, the employee may request a postponement and propose a reasonable alternative time which must be within 5 working days of the original date set by the company. If the employee's chosen companion is unavailable at the time originally proposed and will not be available for more than five working days afterwards, we may ask the employee to choose someone else.

HR advice may be sought at any stage by either party by contacting HR Case Management via Ask HR. A representative from Human Resources may be present at any formal meetings; however the outcome decision will be the decision of the manager.

#### Disability

Employees with a disability must not be disadvantaged by the grievance process. Reasonable adjustments should be made to ensure that employees have sufficient support to enable them to participate at the same level as those without a disability.

Some examples of adjustments that can be made are:

- A friend or guardian can be present at a grievance meeting to provide support
- In the case of speech difficulties/learning disabilities the person accompanying the employee to the grievance meeting can speak on their behalf
- If a learning difficulty / sight or hearing defect would affect the understanding of a written letter it will be necessary for the author to explain written documentation
- The location of the meeting must have access for a wheelchair if appropriate
- Regular breaks during the grievance meeting if required

For more information please refer to the Supporting Employees with Disabilities Guidelines.

#### Disclosures by Fujitsu Employees

The Public Interest Disclosure Act, 1998, provides statutory protection against victimisation to employees who disclose information which relates to:

- Actual or likely committing of criminal offences
- Actual or likely failure to comply with a legal obligation
- A miscarriage of justice which has or is likely to occur
- A circumstance involving endangering the health and safety of any individual
- Possible damage to the environment, or
- Concealment of information on any of the foregoing

Fujitsu is clear that any issues such as this should be disclosed.

To help employees flag their concerns without jeopardising their position in the company, Fujitsu has established an effective system by which concerns can be raised with confidentiality and anonymity. An external Helpline is available for employees to report their concerns. Please refer to the Whistleblowing Policy for further details.

### Overlapping Grievance and Disciplinary Matters

Any overlapping disciplinary and grievance cases will be reviewed, and any necessary actions taken as appropriate.

### Discrimination and Harassment

Formal complaints of discrimination, bullying, harassment, victimisation, or other intimidation will be treated seriously and managed in accordance with the Bullying and Harassment and Diversity and Inclusion Policies found within this Handbook.

A manager receiving such a complaint must submit this to Ask HR and raise a call without delay so that advice can be sought from the Case Management Team on how to proceed. Employees should also refer to Ask HR for further advice about progressing a complaint of discrimination, harassment or other intimidation.

### False Claims

Fujitsu will take seriously any knowingly false, malicious or vexatious claims or allegations made by any Fujitsu person. This could result in disciplinary action being taken up to and including dismissal. Any such action under policy would include the right of appeal in line with the Conduct Policy.

### Further Support

Raising a grievance can be a difficult process and if throughout this process you require further support, please visit either the Wellbeing Portal or utilise the services of our Employee Assistance Program which offers a 24 hour helpline  [www.healthassuredap.com](http://www.healthassuredap.com) 

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## Whistleblowing

Fujitsu is committed to the highest possible standards of openness, integrity and accountability and we expect all staff to maintain high standards. Any suspected wrongdoing should be reported as soon as possible. The term 'Whistleblowing' describes an action in which an employee or worker discloses some wrongdoing or concern.

For further information please see the [Europe Compliance Sub-Master Policy on Whistleblowing](#).

## 11. Leaving Us

We think Fujitsu is a great place to work but if you do decide to leave us there are a number of key processes to complete. We will also ask you to complete a survey which will help us understand why you are leaving and whether we need to make changes to the way we do things so we can retain our best and brightest people.

### Resignation

If you are thinking of leaving us, you should first discuss this with your manager. You can formally resign your employment via ZinZai Connect.

There are also Leaving Employment Guidelines, which you should follow to ensure you are prepared for your last day with us.

### Retirement

We use the term retirement for someone aged 55 or above leaving the company and not intending to work in the same capacity again (which may include ill-health retirement). If you are ready to retire, we hope you have had a long and happy career and wish you well for your future.

When planning for your retirement we recommend that consideration is given to when your "Normal Pension Date" (NPD) is. This is the date whereby you can normally start receiving your company pension. Importantly the NPD is not necessarily linked to the date that you choose to leave employment. You may also want to consider the timing of your retirement with regard to any annual incentive or bonus payment that may be due. You are encouraged to check the rules of the latest plan.

#### Phased Retirement

If you are aged 55 or over and planning to retire, we offer you the ability to do this in a structured way. For the year prior to your retirement date (up to a year and for no less than 6 months) you can reduce your hours of work to 60% of your contractual hours and receive 80% of pay. You can adopt a traditional part-time working pattern or accrue 'phased retirement leave' and take the time off as extra holiday throughout the year. The approach you want to take should be agreed with your manager.

Whilst we endeavour to make this approach available to as many of our people as possible there may be cases where it is not possible due to the role or job type or another reason.

You can find a more detailed explanation of Phased Retirement, and how it works, in the Phased Retirement Guidelines and information on the support and training available to those planning for retirement is available also Retirement Planning at Home.

## 12. Death in Service

### The Death of a Colleague

The death of a colleague can be incredibly challenging for managers, team members and other colleagues across the business. In these tragic circumstances, it is important that the employee's line manager promptly make an AskHR call. This enables HR to provide appropriate support to the employee's line manager and team, and to complete several important tasks.

### Support

The Employee Assistance Programme (EAP) is available to all employees at any time and can offer bereavement support to help individuals come to terms with the loss of a colleague. The employee's immediate family are also able to use the EAP service, the details of which should be shared by the line manager.

Fujitsu Mental Health First Aiders are also available for colleagues experiencing distress at work and a specialised EAP intervention can be arranged for the team via AskHR if required.

### WeRemember

HR will share the news of the employee's passing on the WeRemember site and link this to a dedicated Yammer community. This enables colleagues to share memories and messages of condolence for the employee we have lost. The WeRemember site also aims to provide comfort to our colleagues' families through the sharing of kind words and memories. Managers will be supported by HR on how to use the site and should refer to the WeRemember Manager Guidance.

Version Tracking	
Title	Fujitsu UK HR Handbook
Summary	The HR Handbook includes all our HR policies and other information on how we do things. Designed to accompany our people throughout their time with us. To be used frequently as a reference tool to inform employees of their own and the company's responsibilities.
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FUJITSU

Rachel Singleton, Head of HR Operations

Tel: [REDACTED] **GRO**  
Email: [REDACTED] **GRO**  
[uk.fujitsu.com](http://uk.fujitsu.com)