



Industrial / Employee Relations

The policy of **Stone & Ceramic Limited** with regard to Employee Relations is to act fairly, in accordance with legislation and best practice, in so doing to build and maintain a relationship of mutual trust between the Company and its employees.

Collective Agreements

There are no collective agreements which directly affect **Stone & Ceramic Limited** terms and conditions of employment. However, the Company provides information on their activities and economic situation in order that employees understand the context in which decisions are being considered which affect employment, expansion, contraction, reorganisation, work organisation and their terms and conditions.

The Company provides information and allows for consultation to take place with a view to reaching agreement on management decisions likely to lead to substantial changes in work, organisation or in contractual relations with employees.

The Employment Contract

On commencement of employment, employees are provided with an Employee Handbook and a comprehensive Statement setting out the main terms and conditions of their employment.

Our first-day induction process covers the policies relating to the terms of employment.

Communication and Involvement

Emphasis placed on two-way communication and involvement. The vehicles used for this purpose are:

- **Annual Roadshows**

Providing financial information and the progress of the Company. This forms the basis for discussion and consultation on any issues involving change.

- **Performance Appraisals / One-to-Ones**

During which employees are actively encouraged to voice their opinions and views on the performance of the Company, Management, any future proposals and make recommendations, suggestions as to the way forward.



- **'Good to Great' Sessions**

These take place as required and consist of a short training programme on new developments or reinforcement of a procedure. In addition, they provide a forum for Company updates or future proposals, followed by questions and answers.

- **Employee Bulletins**

These communications provide general information relating to individuals, achievements, projects and awards.

Collective Redundancies

It is the policy of **Stone & Ceramic Limited** to enter into consultation prior to any redundancy taking place, regardless of the numbers involved.

The Company is fully aware of its obligation to comply with collective redundancy requirements when proposing to dismiss twenty or more employees as redundant at one establishment within a period of ninety days.

The Company procedure for collective redundancies is as follows:

- Identify the number of employees for whom dismissal is being considered.
- Identify the basis on which employees are selected for redundancy.
- Identify whether the employees have union or other appropriate representatives, if not hold election for employee representatives.
- Complete form HR1 and lodge with Business Enterprise and Regulatory Reform (BERR).
- Arrange a consultation meeting with the appropriate representatives.
- Provide representatives with a copy of Form HR1 and any other information in writing.
- Agree the selection criteria with the appropriate representatives.
- Ensure consultation takes place for the minimum period and is extended beyond the minimum period if the appropriate representatives raise issues which remain unresolved.
- Arrange individual meetings with those employees identified as 'at risk' of becoming redundant.

A handwritten signature in black ink, appearing to read 'Robert Hansford', with a long horizontal stroke extending to the right.

Robert Hansford – Director

Date: 2nd January 2020