

DOCSHOP – GROUP A POLICIES

We set out below a brief description of the contents of each template policy. Each template comes with drafting notes to allow you to tailor it to the particular needs of your business.

If you require specific advice on implementing any employment documents within your business, this is charged for separately. Please call us on **0845 607 7823** to discuss your requirements further.

Car Policy

This policy covers the following:-

- Introduction and licence requirements
- Level of entitlement (make, model, value), period of use, replacement, review
- Use of car: who may use and for what purposes, fuel allowance, who is insured, notification requirements in respect of other users and amount and purpose of usage
- Insurance: nature and coverage of insurance, driving outside UK, consequence of employee negligence in car use and payment of any additional insurance premia
- Maintenance: responsibilities of employee, reimbursement of costs, obligation to keep in good repair
- Vehicle documents: registration documents, insurance certificates, tax discs, MOT certificates
- Traffic offences/fines: employee bears responsibility, deduction from salary, notification requirement, consequences of serious offences
- Tax
- Return of car: termination, other events triggering return (e.g. garden leave)
- Alternative car allowance: amount, when payable, tax treatment, employee's responsibility for insurance, claiming expenses for business use, conditions relating to car

Data Protection Policy

A simple policy suitable for small businesses dealing with the following:-

- Scope and coverage of the policy, data protection officers
- Purposes for which the Company processes the personal data of employees
- Compliance with the Data Protection Act 1998
- Definitions of "personal data" and "sensitive personal data"
- Consent for the processing of sensitive personal data
- Procedure and applicable fees where a data subject access request is made

This policy comes with a checklist for use by the employer where a subject access request is made.

Gifts and Hospitality Policy

This policy is designed to sit alongside the Company's whistleblowing and anti-bribery and corruption policies. It deals with the following:-

- Coverage
- Prohibition on soliciting gifts/hospitality
- Circumstances in which gifts/hospitality may be given/received by employees
- Political, charitable and other gifts/donations
- Notification requirements
- Consequences of breach
- Reporting obligations/whistleblowing

Reimbursement of Expenses Policy

This policy covers the following:-

- Procedure for reclaiming, requirement for approval, VAT, relevant time periods
- Consequences of false claims
- Business entertaining
- Use of personal facilities such as home phone
- Use of company credit/debit/other cards

- Business travel, including booking and insurance arrangements, mileage, travel disruption
- Subscriptions to professional and other bodies

Smoking Policy

This policy covers the following:-

- Scope and application
- Areas to which the policy applies including Company vehicles and plant
- Designated smoking areas
- Responsibility for ensuring compliance
- Reporting breaches of policy
- Consequences of breach
- Assistance available