

### **Staff Handbook Facesheet - Please read**

All policies within this Staff Handbook are reviewed on a regular basis (generally annually, and sooner if relevant legislation changes) by the Office Manager and Managing Director to ensure they meet the requirements of the company and current legislation.

Staff may at any time make suggestions or comments regarding policies within this Handbook, or suggest a topic for an additional policy. Such an approach should be made to the Office Manager or the Managing Director.

Staff will be notified of any new policies and of any material changes to existing policies at the time such changes are made. In addition, new staff are asked to read the Staff Handbook in its entirety on joining the company, and to sign to confirm they have understood and will comply with all policies.

Staff will be reminded annually that all policies are in the Staff Handbook and should be referred to whenever needed. They will also be asked to refresh their knowledge of key policies. At all times, staff are encouraged to refer to the Office Manager or Managing Director if they require clarification on any policy. Bespoke training will be provided on a case-by-case basis as required.

Signed:



Date:

11/3/20

Dr Daniel Galson  
Managing Director