

1. Purpose

Statom Group recognises the statutory rights of Trade Union Officials to take time off work for carrying out trade union duties and participating in trade union activities. This policy sets out the Group's approach to granting time off in a fair, proportionate, and legally compliant manner.

2. Scope

This policy applies to all Statom Group employees who are elected or appointed as Trade Union Officials in accordance with the rules of a trade union recognised by the Group.

3. Definitions

- Trade Union Official: An employee elected or appointed in accordance with the rules of a recognised independent trade union to represent all or some of the union's members in the workplace.
- Trade Union Duties: Statutory duties that a Trade Union Official is entitled to perform, including representing members in consultations, negotiations, grievance procedures, disciplinary hearings, and health and safety matters.
- Trade Union Activities: Non-statutory union activities, such as meetings or training sessions, which support the operation of the union but are not legally protected duties.

4. Time Off for Trade Union Duties

- Trade Union Officials are entitled to reasonable paid time off during working hours to carry out their statutory duties.
- Requests for time off should be submitted to the line manager in advance where possible, specifying the purpose and expected duration.
- Statom Group will approve reasonable requests unless exceptional operational circumstances make granting the time off unreasonably disruptive. Alternative arrangements will be considered where feasible.
- Time off granted for trade union duties is treated as normal working time for pay, pension, and other statutory purposes.

5. Time Off for Trade Union Activities

- Trade Union Officials may take reasonable unpaid time off to participate in trade union activities.
- Approval will be granted where the request is reasonable, proportionate, and does not unduly impact business operations.
- Employees must provide sufficient notice of the intended time off and discuss arrangements with their manager.

6. Responsibilities

Trade Union Officials should use time off responsibly and ensure minimal disruption to operational requirements.

- Managers must facilitate statutory time off where possible, ensuring compliance with UK employment law.
- HR will maintain accurate records of all time off taken under this policy for statutory compliance and audit purposes.

7. Legal Compliance

This policy is designed to comply with:

- Employment Rights Act 1996 (Sections 168–170) – statutory right to time off for trade union duties.
- Trade Union and Labour Relations (Consolidation) Act 1992 (Sections 145–161) – time off for trade union activities.
- Relevant provisions of UK employment law and equality legislation.

8. Review

This policy will be reviewed annually or sooner if there are changes in legislation or operational requirements. The HR Director is responsible for ensuring the policy is applied consistently and fairly.

SIGNED



Stan Nikudinski
CEO Statom Group Ltd.

Review: Annually
Date: 01/06/2025
Next Review: 01/06/2025

SIGNED



Martina Oyite
Group HR Director

Review: Annually
Date: 01/06/2025
Next Review: 01/06/2025