



Employee Handbook

THIS DOCUMENT ALONG WITH THE PRINCIPAL
STATEMENT OF TERMS OF EMPLOYMENT
COMPRISES YOUR CONDITIONS AND
OBLIGATIONS OF EMPLOYMENT WITH
REGENT COLLEGE LONDON FZ LLC

The terms and conditions in this handbook bind Regent College London FZ LLC also referred to as, 'Regent College London, 'us', 'our', 'we'.

They also bind the Employee to whom it is issued, also referred to as 'you'.

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MESSAGE FROM OUR CEO

DR SE LVA PANKAJ

I would like to take this opportunity to welcome you to Regent College London FZ LLC.

Our Regent College London

Regent College London is a global technology-enabled education and training institute, developed by the Pankaj family in 2025.

The primary purpose of Regent College London is to provide autonomy and choice to consumers, and we thrive on disruptive innovation.

Regent College London provides education, skills and training development.

Our Core Values

Education is a noble profession. It encompasses teaching and learning specific skills and facts. It also embraces something less tangible, but more profound, and that is the imparting of general knowledge, good judgement, integrity and wisdom. After all, education has as one of its fundamental goals, the aim of passing down these essential traits from generation to generation.

At Regent College London our ethos is "The End of Education is Character". Through the gradual process of acquiring knowledge, education becomes a preparation for life.

R: Robust Leadership

E: Ethical Culture

G: Genuine Integrity

E: Entrepreneurial spirit

N: Natural Compassion

T: Team work



At Regent College London, we strongly believe that not only are we there to educate our customers, but also to learn ourselves. We constantly look for ways of improvement and deploy effective strategies to improve our processes and procedures to obtain efficiency and effectiveness.

Regent College London inspires others to find their voice. This enables Regent College London to expand its influence to increase team contribution. As we recognize, respect and create ways for others to give a voice to all parts of their nature - physically, mentally, emotionally and socially latent human genius, creativity, passion, talent and motivation are unleashed

We believe if we concentrate on "people and purpose" at Regent College London then the rest will follow, in this rapidly changing and dynamic educational world.

Our Vision

Our vision is to be the UAE's first truly technology enabled institute, a global brand and a global campus from 2025 to 2030.

From our campus locations, and globally via our Regent Digital, we will provide learners with an outstanding education and student experience underpinned by the philosophy of Napoleon Hill and Andrew Carnegie, characterised by compact campuses, small classes and individualised support.

Strategy (at a Glance)

Our strategy follows five strategic themes, each aiming to drive the organisation forward commercially, enhance our delivery and provide an exceptional experience and value for money to our students.

Portfolio Development

We will deliver a high-quality, innovative and industry focused portfolio of courses

Students Outcomes

Our students will be highly valued who can center into fulltime employment, start their own business or engage in further studies.

Student Satisfaction

We aim to deliver outstanding student satisfaction experience which will be measured using internal and external matrix.

Teaching Excellence

Our teachers are invariably passionate about their subjects. They have the highest possible expectations of every student. They are experts in the craft of the classroom. Teaching excellence is our goal and the most important thing we can offer our students.

This handbook covers our Regent College London vision and overall goals as well as our policies and procedures. It is intended to familiarise you with important information about Regent College London, as well as provide guidelines for your employment with us. If you need further information, do not hesitate to ask your manager.

Finally, I hope that your career with us will be a long one and that it will be enjoyable and rewarding.

Dr.Selva Pankaj
CEO

1 Introduction

1.1 Welcome

The success of Regent College London is directly related to the quality of our employees and our work environment. With that in mind, this handbook was developed to inform you of the policies, rules and procedures in force to maintain the level of quality, equality and fair dealing that we at Regent College London think important for our continued success.

Please read and familiarise yourself with this handbook as its contents are part of the terms and conditions of your employment with Regent College London, unless expressly indicated otherwise. If you have any questions about the contents, please address them to your manager.

It is our intent that this handbook will cover most events during your employment with us, but no handbook can fully address all circumstances. Regent College London reserves the right to review, revise, amend or replace the contents of this handbook and introduce new policies from time-to-time reflecting the changing needs of the business and to comply with new legislation.

If any part of the handbook is considered to be in conflict with existing law, regulations or other statutory requirements, only the part that is in direct conflict will be invalid. The remaining part of the handbook's policy statements, rules and procedures and Codes of Practice will remain in force.

1.2 Policy of Equal Opportunity (Non-Contractual)

Regent College London is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that each employee feels respected and is valued based upon their skills, performance and commitment.

It is the continuing policy of Regent College London to provide equal opportunity employment to all employees without regard to the actual or perceived protected characteristics referenced below. Regent College London is committed to treating all employees fairly and as such no employee will be treated less favourably due to their association with someone who has a protected characteristic

Protected characteristics

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership (applies only to someone who actually personally has this characteristic)
- Pregnancy and Maternity
- Race (including ethnic origin, colour, citizenship, nationality, and national origin)
- Religion or Belief
- Sex
- Sexual Orientation

People will be judged solely on merit and ability during recruitment, selection, training, development and promotion throughout their employment.

Fair treatment

All employees whether full-time, part-time or temporary, will be treated fairly and with respect. This policy applies to all employment decisions, including those in connection with:

- Grievance and disciplinary procedures
- Performance
- Relationships between members of staff
- Treatment of employees when their contract ends

Positive action

Regent College London may elect to utilise positive action where permitted by legislation. Positive action is action an employer takes to achieve greater equality in its workforce. Should positive action be utilised it will be proportionate and in accordance with legislation.

Enquiries about disability and health during recruitment

As an equal opportunities employer Regent College London will not ask about the health of an applicant (including whether they are disabled) prior to either offering work to the applicant or prior to including the applicant in a pool of applicants from which we intend to select a person to whom to offer work, unless an exemption applies. The only circumstances in which Regent College London may make pre-employment health enquiries are:

- To establish whether the Regent College London has a duty to make a reasonable adjustment in respect of an interview/ assessment process
- To establish whether the applicant will be able to carry out a function that is intrinsic to the work concerned
- To monitor the diversity of applicants
- To implement positive action in employment for disabled people
- To recruit appropriately where having a particular disability is a requirement of the role
- To comply with national security vetting requirements

Promotion of equal opportunities and observance of the policy

Each employee of Regent College London has an obligation to promote an equal opportunity environment within Regent College London. As our employee, you have a duty to observe and apply this policy at all times. In particular you must not:

- Discriminate against or harass colleagues, other employees or job applicants
- Discriminate against or harass visitors, clients, customers, suppliers, consultants, or contractors
- Discriminate against or harass members of the public in the course of your duties, irrespective of whether such conduct occurs on Regent College London premises
- Induce, or attempt to induce, others to practise unlawful discrimination
- Victimise individuals who have made allegations or complaints of discrimination, or provided information about such discrimination

Violation of this policy is a serious offence and could result in disciplinary action and/or summary dismissal.

CEO/President will, with the assistance and co-operation of senior management and employees, take steps to ensure compliance with this policy. This will include regular reviews of equality issues, monitoring activities and complaints.

To ensure effective operation of this policy and for no other purpose, Regent College London will keep a record of employee and job applicant sex, race, ethnic origin and disability. From time to time, it may seek the co-operation of employees in updating these records. Where necessary, employees will be able to check/correct their own record of these details. Otherwise, access to this information will be strictly restricted. If you feel that you have been treated in a manner that is not in accordance with this policy, please initially raise the matter with your line manager. Regent College London takes such matters seriously and aims to resolve any complaints in accordance with its grievance procedure. If there is a good reason as to why you are unable to raise this matter initially with your line manager, please contact HR and CEO/President in relation to your complaint. All complaints will be treated seriously and, where possible, in confidence. For further details please refer to the grievance procedure which can be found at the end of this handbook.

1.3 Anti-Bribery Commitment

It is our policy to carry out business fairly, honestly and openly both at home and abroad. As such we have a zero-tolerance approach towards bribery in any part of our operation. Bribery is defined as a promise, offer or gift (financial or otherwise) to bring about the improper performance of a function or activity. Examples of this would be offering a potential client a gift such as a weekend away on the condition they do business with us, or a client offering you a gift on the basis you will reduce the price of our service to them. To meet this commitment Regent Institute Middle East has the following systems in place to counter bribery:

- A clear entertainment and expenses policy that sets out that only reasonable hospitality, entertaining and gift giving expenses will be accommodated by Regent College London and should not induce either party to contract.
- A whistleblowing policy is in place, which can be found at the end of the handbook. If you are concerned that bribery has occurred, may occur or is likely to occur we would encourage you to report your concerns.

If you suspect or if you are asked to accept or offer a bribe you must report this immediately to the CEO/President. Regent College London values a proactive anti-bribery stance by any employee.

As we take our obligations to prevent bribery being committed very seriously, any breach of our anti-bribery policy or procedures will be considered to be gross misconduct and may result in your dismissal. Where you have been involved in or suspected of involvement in bribery that is not connected with this Regent College London , this may still affect your suitability for on-going employment with us.

1.4 Code of Conduct Regarding Data Protection (Non-Contractual)

Purpose

Personal Data is any information relating to an identified or identifiable natural person (a "data subject"); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier, or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.

Regent College London has a Data Protection Policy (the "Policy") which sets out our data protection obligations and the expectation and intent of our senior management. This code supports the Policy and provides easy to understand but official guidance you must follow to help ensure we comply with the Policy and our legal obligations. You must always adhere to the Policy and this code during our working relationship. Read both documents when you start working with us and refer back to them as needed and at least annually to refresh your understanding of what is expected of you. We may ask you to sign a document to confirm you have read and understood the Policy and this code.

Why this is Important

A Personal Data breach can have serious consequences for affected individuals, including financial loss, discrimination, reputational damage, and emotional distress. Individuals therefore expect to entrust their Personal Data to organisations that will secure it and use it lawfully.

Data protection law also provides individuals with specific rights in respect of their Personal Data. Organisations that collect and use Personal Data are also required to meet specific obligations as stipulated in the Data protection laws and to respect and facilitate the rights that individuals have.

If we or our employees, workers, and partners, who have access to the Personal Data we hold, get this wrong, it is likely to damage our business. It would damage our reputation and hurt our relationship with our stakeholders. It may also result in a fine or other regulatory action.

Adhering to the Policy and following the guidance in this code of conduct, will help reduce the risk of a Personal Data breach. It will also help protect the rights of individuals whose Personal Data we hold, including your own Personal Data.

Golden Rules for Handling Personal Data

If you work with or have access to Personal Data, even if it seems to be basic information (such as a name, an email address, or a telephone number), we expect you to follow these 'golden rules':

- You must always handle all types of Personal Data with care.
- Do not share any Personal Data with any colleague who does not normally have access to it or with any third party without authorisation.
- Set strong passwords for systems you can access that store Personal Data. Do not use words or phrases which can be easily guessed and do not write your password down and leave it visible to others (such as on a 'post-it note' on your monitor).
- Lock away physical copies (such as paper files) of Personal Data if you leave your desk unattended, even if you will only be away temporarily.
- Always lock your computer and screen if you leave your computer unattended for any reason, even if you will only be away temporarily.
- At the end of each working day, lock away physical copies of Personal Data and shut down or lock your computer.
- If you print or photocopy Personal Data, ensure you have collected all your documents when you are finished and have not left Personal Data on the printer or copier.
- Always encrypt or password protect any documents containing more sensitive Personal Data before you send them by email and send the password separately.
- Always double-check the recipient's email address before emailing any Personal Data to avoid sending it to the wrong person (which would be a Personal Data breach).

Things you must NOT do

- Do not remove physical copies of Personal Data from the office without authorisation.
- Do not share your passwords to any of our systems with anyone at any time. If a colleague is going to cover your absence or requires access to assist with a project, they must request access and be authorised.
- Do not download or export copies of Personal Data from any of our systems or cloud applications used without authorisation.
- Do not transfer Personal Data to any device which belongs to you personally or which is shared with other people (such as a shared family device) or transfer or upload Personal Data to any personal file sharing, storage or communication service (such as your personal email, Dropbox, Google Drive or other personal cloud service).
- Do not share any Personal Data with any third party without authorisation.

Data protection principles

Regent College London processes personal data in accordance with the following data protection principles:

- The Group processes personal data lawfully, fairly and in a transparent manner.
- The Group collects personal data only for specified, explicit and legitimate purposes.
- The Group processes personal data only where it is adequate, relevant and limited to what is necessary for the purposes of processing.
- The Group keeps accurate personal data and takes all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay.
- The Group keeps personal data only for the period necessary for processing.
- Regent College London adopts appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, and accidental loss, destruction or damage.

The Group tells individuals the reasons for processing their personal data, how it uses such data and the legal basis for processing in its privacy notices. It will not process personal data of individuals for other reasons.

Where the Group processes special categories of personal data or criminal records data to perform obligations or to exercise rights in employment law, this is done in accordance with a policy on special categories of data and criminal records data.

The Group will update personal data promptly if an individual advises that their information has changed or is inaccurate.

The periods for which the Group holds HR-related personal data are available from HR.

Data subject rights – what to do

Under certain circumstances, by law individuals may have the right to:

- Request access to their personal data (commonly known as a "data subject access request"). This enables individuals to receive a copy of the personal data we hold about them and to check that we are lawfully processing it.
- Request correction of the personal data that we hold about them. This enables individuals to have any incomplete or inaccurate information we hold about them corrected.

Data breaches

A Personal Data breach is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure or access to Personal Data processed by Regent College London .

A Personal Data breach can be accidental or deliberate. There are three main types of breach, as follows:

- Confidentiality breach: access to or disclosure of Personal Data to someone not entitled to see it such that it is no longer confidential.
- Availability breach: losing access to Personal Data such that it is no longer available e.g.: wrongful or accidental deletion.
- Integrity breach: the integrity of the Personal Data is compromised such as when it has been altered without authorisation or corrupted.

Examples of data breaches include:

- Access to Personal Data by an unauthorised third party;
- Computing devices or removable storage containing Personal Data being lost or stolen;
- Sending Personal Data to incorrect recipients;
- Altering Personal Data without permission;
- Downloading or exporting Personal Data for unauthorised use;
- Ransomware attacks which encrypt Personal Data and render it unavailable;
- Accidental or deliberate destruction of Personal Data without authorisation.

Depending on the severity of the breach Regent College London may have to report it to the relevant external supervisory authority within 72 hours of discovery and the affected individuals. Regent College London will record all data breaches regardless of their effect.

It is therefore very important that all potential and actual data breaches are reported as soon as you become aware of them by emailing details of the breach to RG Dubai <RG.Dubai@regenteducation.ae>. Regent Institute Middle East will take necessary steps to rectify the potential breach and they will decide the best course of action to take.

Even if you are not sure if a breach has occurred, you must report it as set out above. In all cases, reporting the potential breach must happen without delay because of the 72-hour deadline for informing the external supervisory authority in some cases.

2 Starting With Regent College London

2.1 Induction

When you start with us we will provide you with an appropriate induction. This induction will inform you as to Regent College London's structure and the mission and goals it is working to. You will be inducted into Regent Institute Middle East's policies and procedures and it will be explained to you how your role contributes to the success of Regent College London. As part of this induction you will be asked to familiarize yourself with the following documents.

2.2 Terms and Conditions of Employment

Your terms and conditions of employment are contained in the following documents. Together these documents set out the requirements and obligations that you agree to follow as a condition of your employment.

Principal Statement of Terms

You will receive a Principal Statement of Terms of Employment as required by UAE Law. This document contains details of the terms and conditions of your employment in your particular role.

Employee handbook

This handbook contains the HR policies that apply to Regent College London.

Job description

The job description contains a description of the tasks and duties that you are expected to fulfil in your role.

Other rules and procedures

Other notices of rules and procedures, which will be provided to you during your employment also make up the terms and conditions of your employment.

2.3 Variations to Terms of Employment

Mobility and relocation

The requirements of Regent College London may change during the course of your employment and you may be asked to transfer to another location. As a condition of your employment you agree to transfer to another location subject to:

- The proposed transfer being discussed with you;
- Your domestic circumstances being taken into account;
- Relocation being necessary in your case;
- Suitable work being available at the new location;
- The proposed new area being realistically accessible from your normal residence.

Temporary relocation

You may be required to relocate on a temporary basis to cover short-term requirements at other locations. In deciding whether such temporary relocation is justified.

Other suitable work

Without in any way qualifying or altering your contractual status and the work which you are required to undertake in that capacity whenever such work is available, if temporarily there is little or no work for you to do in that capacity you will be expected to carry out other suitable work.

2.4 Suitability Checks for Employment

In order to assess your suitability for employment with Regent College London we will carry out the following checks.

Employment subject to satisfactory references

It is our normal practice to take up references. Any offer of employment is subject to what we consider to be 'satisfactory' references being received by us before we confirm your appointment.

Unsatisfactory references

Within our sole discretion, your employment may not be confirmed or may be terminated if we receive what we deem to be an 'unsatisfactory' reference.

2.5 Restrictions on Employment

No interest in other companies

You must devote your whole time and attention to Regent College London during working hours. Furthermore, you are not permitted to have any interest in any other business or engage in any activities which may interfere with the performance of your duties or cause a Conflict of Interest with our business. If you should be engaged in any other employment or have any outside business interests, you must first seek the written permission of your manager. This will not be unreasonably withheld. A definition of Conflict of Interest is provided at the end of this handbook.

Inventions during employment

Regent College London property

Any and all improvements and inventions made by you during your employment with us shall be the property of Regent College London and, as a condition of your employment, you agree to sign all documents required to transfer title of such inventions to Regent College London without receiving compensation or payment.

Confidentiality

Duty of confidentiality

Except in the proper course of your duties, as authorised or required by law or where expressly authorised in writing by your manager, you must not, during or after your employment with Regent College London, use or disclose to any person, company or organisation confidential information.

Confidential information is information relating to our business, products, affairs and finances and trade secrets including, without limitation, technical data and know-how relating to our business. By way of example, confidential information includes but is not limited to, any details about the following:

- Business contacts
- Staffing
- Information on Regent College London's database(s)
- Planning
- Policies
- Rules and manuals

- Rules and manuals;
- Services;
- Products;
- Technical data;
- Research;
- Student information/details;
- Testing; or
- Other information that could be likely to compromise the business interests of the Regent College London.

The duty of confidentiality does not apply to any information which is already in, or comes into, the public domain other than through your unauthorised disclosure.

You must ensure that any confidential information in your possession is kept secure.

Disciplinary action for violation of policy

If you make an unauthorised disclosure or misuse the information described in this section Regent Institute Middle East will treat such conduct as gross misconduct and your employment may be terminated without notice or payment in lieu of notice.

3 Hours of Work and Attendance Reporting

3.1 Hours of Work

Your usual hours of work are specified in your Principal Statement of Terms of Employment. You are required to attend work on time.

3.2 Additional Hours

On some occasions Regent College London may require you to work more than your usual hours. This will happen if you are needed to help with extra work and you will be given as much notice as possible in the circumstances. By signing this handbook or working to its terms and conditions you are agreeing to be available for additional work in this respect. The normal working hours shall be eight (8) hours a day or forty eight (48) hours a week. The working hours shall not exceed one forty four hours every three weeks.

3.3 Overtime

On some occasions, when the reasonable needs of Regent College London require, you may be asked to work overtime. If your Principal Statement of Terms of Employment entitles you to additional pay for overtime worked, and if previously authorized by your manager.

You will be paid in accordance with the pay structure in force at the time that will be basic pay plus no less than 25% of that pay.

If the employee works between 10pm to 4am the employee shall be paid according to the wage of normal working hours that will be calculated on basic pay plus additional benefit of no less than 50% of the basic wage.

If the employee works on holiday, payment will be on basic wage plus no less than 50% increase in that basic payment or compensatory day off will be given to that employee.

Employees working in shifts are not included for these payments.

3.4

Attendance Reporting Procedure

If you are going to be late, you must contact your line manager at the earliest opportunity; this should be no later than 9.00 am. A failure to follow this procedure will be considered a disciplinary offence. If you are going to be absent from work due to sickness you must follow the sickness reporting procedure.

3.5 Lay-off and Short-time Working Procedure

Regent College London expressly reserves the right to 'lay off' or to introduce short-time working should either become necessary for legitimate business reasons where there is a cessation or diminution of work. You are not entitled to remuneration for any period of lay-off, other than your statutory entitlements. In the event of short-time working, you will only be entitled to remuneration for the work done.

Prior to laying off staff or implementing short-time working, Regent College London will:

- Ensure overtime working is reduced to an absolute minimum;
- Ensure a recruitment freeze in the affected areas;
- Advise employees as to the reasons for possible lay-offs/short-time working and the procedure that will be employed;
- Investigate and discuss with affected employees any suitable alternative employment available within Regent College London;
- Regent College London will initially ask for voluntary lay-off/short-time working. Following this, and if still required, selection for any lay-off/short-time working will be made on the basis of an assessment of the work required and your suitability to service the remaining work.

4 Wages, Salaries and Benefits

4.1 Pay

Details of your rate of pay, including the times and method of payment, are specified in your Principal Statement of Terms of Employment. You will be given confidential pay slips containing full details of your earnings and identifying all deductions.

Pay problems

If you have any problems with, or questions about, your pay you should contact HR immediately.

Advances, overpayment and error in pay

Before we agree to make any payment in advance of your normal entitlements you will be required to sign to authorize a deduction of the amount advanced from further wages or salary. It is at Regent College London's sole discretion as to whether to grant any request for an advance on wages or salary.

You expressly agree as part of these terms and conditions of your employment that Regent College London may deduct an amount equivalent to any overpayment made to you, from any future wage/salary that may become due to you. If you knew that you had been overpaid, and you failed to make us aware of the overpayment immediately, we may treat that failure as a disciplinary offence which may result in your dismissal.

4.2 Review

Wages and salaries are reviewed in September. Changes are entirely at the discretion of Regent Institute Middle East and will take effect from October or such other dates as management may determine.

4.3 Expenses

If you are required to travel away from your home on Regent College London business you are entitled to claim reasonable travel expenses of which you will be notified. All claims for expenses must be made on expenses forms and accompanied by corresponding vouchers and/or receipts and VAT receipts as appropriate. Claims should be authorized by your line manager and submitted to Payroll by the end of the month in which expenses were incurred.

For any expenses related to business, please refer to the expense policy.

4.4 Bonus/Commission Policy

Any payment of bonus/commission is at the absolute discretion of Regent College London. If you are eligible to be considered for a bonus/commission, you will be advised separately. Regent College London reserves the right to alter or amend bonus/commission payments as and when necessary. You will not be eligible for any bonus/commission payment if due during notice or after notice has been served by either you or the Regent Institute Middle East to terminate your employment.

5 Annual Leave Policy

5.1 Paid Leave Entitlement

Annual leave for you, as an employee of Regent College London, will accrue as embodied in Federal decree law no.33 of the UAE Labour Law.

Regent College London employees shall be entitled to annual leave that will be

- Two (2) paid holidays after completing six (6) months of continued employment
- Twenty-two (22) days full paid leave after completion of continued one year employment
- Employees can use their leave in the year of entitlement or can carry forward to the following year

Teaching staff should take annual leave during non-term time only. The CEO/President has the discretion to grant special permission for annual leave during term time but will only do so in exceptional circumstances.

Admin staff may request leave throughout the year. However, we ask that employees avoid the period between the week of results day until the start of the new term if possible.

5.2 Permission for Taking Leave

Your holiday entitlement is set out in your Principal Statement of Terms.

If you are on or about to go on a period of statutory maternity or paternity leave, please contact your line manager to discuss the arrangements for taking your holiday entitlement.

If due to sickness absence you have been or will be prevented from taking your full statutory holiday entitlement in the year to which it relates, please contact your line manager to discuss how Regent College London's annual leave policy will apply in this situation.

Working on public holidays

If you are required to work on a public holiday for any reason you will receive pay for work done at your basic rate and a day in lieu which must be taken in the current holiday year, otherwise it will be lost. This day in lieu cannot be carried over to the following year.

In the case that an additional public holiday is declared, you will be notified in advance how Regent Institute Middle East will treat that day.

5.3 Carry Over Policy

Employees must use their annual leave in the year of entitlement, Regent College London may in agreement with employees set the dates of leave according to work requirements.

The employee may with the consent of Regent Institute carry over his / her annual leave to the next year, in this case, the Regent's employee will be entitled to be paid for the days he/she worked during annual leave.

The payment will be calculated according to the basic salary.

Regent College London may not prevent the employee from carrying over no more than half of annual leave maximum to the following year.

5.4 Payment in Lieu of Annual Leave

Holiday owed to you when you leave

If you have not taken your holiday entitlement for the final year when you leave Regent College London you will be paid in lieu for it when you receive your final pay.

Paid holiday taken in excess of your entitlement (overpayment)

You expressly agree as part of your Terms and Conditions of Employment that if you have taken more paid holiday than you were entitled to at the date of leaving Regent College London, we may deduct from your final pay an amount equal to that overpayment.

5.5 Annual Leave Request Procedure

All requests for annual leave must be made on approved forms and authorised by your manager one month in advance to ensure that there will be sufficient staff cover in your department. We will consider exceptions to this policy in relation to requests for single days only and the decision will be made at Regent College London's sole discretion.

Regent College London may from time to time require employees to take part of their annual leave entitlement on particular days to meet the needs of the business. If you are required to do so, you will be given twice the length of notice to the time Regent College London requires you to take. For example, if you are required to take 2 days' holiday, you will be given 4 calendar days' notice of this.

Financial loss

Regent College London will not be liable for any financial loss you might incur if you book a holiday without authorisation and Regent College London is subsequently unable to grant your request for holiday.

Restrictions

We reserve the right to grant holiday requests in line with business requirements.

Violation is a disciplinary offence

Failure to obtain advance holiday authorisation is a disciplinary offence.

6 Other Leaves

6.1 Absence Without Information

If you are absent without informing your line manager/HR you will not be paid for that absence and may be subject to disciplinary action.

Any absence without information for seven consecutive days will be treated as per the UAE laws governing at the time.

6.2 Unpaid Leave

Unpaid leave should only be requested if all your annual leave entitlement for the year has been used. It is within the sole discretion of Regent College London to grant or refuse your request based on all the circumstances.

6.3 Maternity Leave

Maternity leave, and any other associated rights will be granted in accordance with FEDERAL DECREE LAW NO 33, REGARDING THE REGULATION OF EMPLOYMENT RELATIONSHIP.

Please inform us as soon as possible if you are pregnant as there may be health and safety considerations.

Time Off for Ante-natal Appointments

If you are pregnant, you may take reasonable paid time off during working hours to attend ante-natal appointments that your doctor, midwife or health visitor has advised you to attend. Unless it is your first appointment, we will ask you to provide a certificate from the doctor, midwife or health visitor stating that you are pregnant and an appointment card.

If you need time off to attend an ante-natal appointment please inform your manager. Please try to give us as much notice as possible of the appointment.

Maternity Leave General

- Female workers employed in Regent College London are entitled to maternity leave out of which
- 45 days will be fully paid
- 15 days half paid

Unpaid Leave

- Female workers shall apply 30 days prior to expected delivery date.
- In addition to 45 days paid leave, the female worker can acquire 45 days unpaid, if the child/ female worker suffered from any disease caused by pregnancy but that disease must be proved by medical certificate from an authorized medical entity.

After Resuming Work

- After resuming work, the female worker will be entitled to one or two additional breaks for nursing her child.
- This break must be one hour and fully paid.

For more information on maternity please refer to the maternity policy.

Your maternity leave should normally start on the Intended Start Date. However:

- If you want to change your Intended Start Date you should give us as much notice as you can, but wherever possible you must tell us at least 28 days before the original Intended Start Date (or the new start date if you are bringing the date forward). We request that you do this in writing.
- Your maternity leave will start earlier if you give birth before your Intended Start Date, or if you are absent for a pregnancy-related reason in the last four weeks before your Expected Week of Childbirth. In either of those cases, maternity leave will start on the following day.

During Maternity Leave

With the exception of terms relating to pay, your terms and conditions of employment remain in force during maternity leave.

6.4 Paternity Policy (Non-Contractual)

Paternity leave and statutory paternity pay will be granted in accordance with Federal Decree-Law Regarding the Regulation of Employment Relationship

Entitlement

Paternity leave is available to employees for the purpose of caring for your child. All Regent College London employees will be entitled to,

- Parental leave for a period of (5) five working days, for the worker (either the father or mother), who has a newly born child, in order to take care of the child
- The worker is entitled to such leave for a continuous or intermittent period, within (6) six months from the date of the childbirth.
- Please be aware that in the case of paternity leave and maternity leave taken together these will have been authorized beforehand and be at the discretion of management.

6.5 Bereavement Leave Policy (Non-Contractual)

If you are a bereaved parent, you may be entitled to and subject to meeting qualifying requirements, statutory parental bereavement leave pay. Bereavement leave will be calculated as follows,

- A paid bereavement leave of (5) five days
- In case of death of the husband or wife
- (3) three days in case of death of the mother, father, son, brother, sister, grandson, grandfather or grandmother, starting from the date of death.

7 Absence and Sick Pay

Regent College London recognizes you may on occasions need time away from work due to illness. However, the aims of the following rules and procedures are for us to manage your illness with a view to understanding your condition and facilitating your return to work as soon as you are fit and able to do so.

Despite this aim, any failure to comply with the rules and procedures relating to sickness and absence may be treated as a disciplinary offence.

7.1 Sick Leave

During periods of absence due to sickness you will be paid in accordance with UAE Law provided that you comply with the procedures set out below.

7.2 Notification and Certification of Sickness

Notification requirements

If you are ill and unable to report for work you are required to notify your manager within a period not exceeding three working days and email HR at <hr@regenteducation.ae> of the reason for your absence and likely length of time you will be away from work. A spouse, partner, friend or neighbor may call if you are too ill to do so, as long as we are properly notified of your absence. You are under an on-going duty to keep Regent College London updated as to the nature and length of your absence.

For each continuing day of absence until a fit note is submitted, you are under an on-going duty to keep Regent Institute Middle East updated as to the nature and length of your absence.

Please note, notification must be made by telephone; notification made by text or email is not permitted in any circumstance. You must inform <hr@regenteducation.ae> and your manager of any outstanding work that requires action.

Additionally, if your doctor has diagnosed that you are suffering from an infectious or contagious condition you must notify your manager and email HR that you are not fit for work and should not return until all related symptoms have subsided.

Notifying us that you are returning to work

In order for us to adjust staffing requirements you must notify your manager and email HR in advance of your intention to return to work.

During Probation period

Regent College London shall not pay the employee for paid sick leave during the probationary period. However, the sick leave may be granted with or without pay at the discretion of management, and a medical report must be issued by the medical entity that prescribes the necessity of granting leave during probation period.

After Probation

After the probation period Regent College London shall allow employees, to a sick leave of not more than ninety continuous or recurring days per year, provided that it shall be calculated as follows,

- Full pay leave for first fifteen days
- Next fifteen days with half pay
- The following period will be unpaid

The worker shall not be entitled to a wage for sick leave if sickness resulted from misconduct of the worker.

Misinforming Regent College London about self-certification

Giving incorrect information on a self-certification form will be grounds for disciplinary action which may result in your dismissal.

Failure to inform

An absence of more than three calendar days that is not covered by a medical certificate, or an absence of seven days or fewer of which you have failed to notify Regent College London in line with notification procedures, will be treated as absence without leave. Where you are eligible for payment you will not be paid for such absence. Further, it will be considered gross misconduct and your employment may be terminated if you do not notify us of your absence.

7.3 Expected Behaviour During Sickness Absence

If you are off work for sickness or injury, Regent College London expects you not to carry out any activity which would exacerbate your symptoms or injury. If applicable, Regent College London requests that you follow any advice given by your doctor or any other qualified medical advisor.

Further, we ask that during any period of sickness absence that you do not undertake any work or employment, whether paid or unpaid, or participate in any activity which a reasonable person or healthcare professional would find inconsistent with the reason you gave for being off work, unless you have been given written permission by the Regent College London.

7.4 Returning to Work

Fitness for work

You are expected to return to work as soon as possible without endangering your own health or that of your colleagues. On your return to work you will be required to attend a return to work interview with your manager.

Letter verifying fitness for work

We have a duty to all our staff to ensure that they are safe and well. To ensure that you can return to work as soon as you are fit, you may be required by your manager to obtain a 'fit to work' note signed by a medical practitioner verifying that you are fit to work. In this circumstance you must take all reasonable steps to obtain such a letter as quickly as possible.

If we have any doubt whatsoever upon your return regarding your fitness to work or you fail to produce a 'fit to work' note confirming your condition to return, you may be asked to remain away from the workplace on Statutory Sick Pay until you are confirmed 'fit to work' by a qualified medical professional.

Failure to return to alternative duties

If your medical adviser suggests that you are fit to return to work for alternative duties which can be accommodated by Regent College London and you fail to do so without a valid medical reason, your entitlement to sick leave may be at risk and Regent College London reserves the right to commence appropriate procedures.

Regent College London recognizes you may on occasions need time away from work due to illness. However, the aims of the following rules and procedures are for us to manage your illness with a view to understanding your condition and facilitating your return to work as soon as you are fit and able to do so.

Despite this aim, any failure to comply with the rules and procedures relating to sickness and absence may be treated as a disciplinary offence.

7.5 Attending Medical Appointments

Dental, medical and other similar appointments should be arranged to take place outside of working hours wherever possible. Where this is not possible normal leave requests will apply.

7.6 Termination of Employment Due to Repeated Absences

Repeated absences of any length may result in your dismissal from employment with Regent College London if in the business environment in which Regent College London operates, and in our reasonable opinion, your absence causes staffing issues, or otherwise unreasonably affects the business of Regent College London .

If your absence is in consequence of a disability, you will not be dismissed unless this action is a proportionate means of achieving Regent College London 's aim of ensuring that absence is maintained at a manageable level.

7.7 Long-Term Absence

We may apply this procedure whenever we consider it necessary, including for example in the event of a long-term absence or a number of frequent short-term absences. The underlying objective of this policy is to facilitate your return to work on a regular basis, if possible.

Preliminary actions

Regent College London will remain in contact with you as a means of providing support and in order to understand the reasons for your absence. We will invite you to attend a preliminary welfare meeting to explore the reasons for your absence and the prospects of your return.

Where possible we will obtain medical advice on your condition and any recommendations regarding workplace adjustments which may facilitate your return. We will usually require your permission to obtain medical advice and we will seek this from you when necessary.

Facilitation of your return

Once medical advice has been received, you will be invited to another welfare meeting where we will review the information with you and discuss the way forward. Adjustments to your role will be made if it is considered to be reasonable and practicable by Regent College London in the circumstances. Where necessary, further welfare meetings will be held as appropriate to discuss all of the options with you.

This will include providing you with alternative employment where this is a possibility. Should the Regent Institute Middle East consider that further medical advice is required during the process, this will be addressed with you.

Termination of employment

Regent College London can terminate employment if the employee does not return to work after finishing his sick leave, only where the employee has received all his/her entitlements.

A decision to dismiss due to capability will only be taken if it is determined to be a reasonable and proportionate outcome, having regard to all of the circumstances, to achieve Regent College London's aim of ensuring that sickness absence is maintained at a manageable level. Once we are satisfied that all relevant information has been gathered and properly considered you will be advised of the decision in writing. You have the right to appeal against any decision to terminate your employment.

8. Health and Safety

Regent College London recognizes you may on occasions need time away from work due to illness. However, the aims of the following rules and procedures are for us to manage your illness with a view to understanding your condition and facilitating your return to work as soon as you are fit and able to do so.

Despite this aim, any failure to comply with the rules and procedures relating to sickness and absence may be treated as a disciplinary offence.

8.1 Health and Safety Policy

According to federal law Regarding the Regulation of Employment Relationship, Regent College London shall, in the case that the employee has a work related or an occupational disease:

Regent shall bear all the expenses of the employee until the employee recovers and would return to work or proves any disability, as per, rules and regulations specified by the Implementing Regulation hereof.

Regent College London shall pay full wage to employees who suffer from work injury or occupational disease for six months or during the whole period of treatment, whichever is less.

If the treatment continues for (6) six months, Regent College London shall pay half wage for another (6) six months, or until the worker is cured or his disability or death is proven, whichever is earlier.

In the case of death of the employee as a result of the work injury or occupational disease Regent shall pay an amount equal to basic wage for twenty four months, provided that the compensation amount is not less than (AED 18,000) eighteen thousand UAE Dirham and not more than (AED 200,000) two hundred thousand UAE Dirham.

The calculation of compensation will be according to the basic wage that the employee was withdrawing before his death and the compensation will be distributed among all the eligible beneficiaries of the deceased worker according to the Implementing Regulation hereof.

This compensation shall be paid in addition to the end of service benefits and any other payable financial entitlements by Regent College London.

Ethos of Regent College London

The ethos of Regent College London is to develop, maintain and improve our ability to eliminate or control risks to health and safety; to meet expectations of employees, shareholders, customers and suppliers, and to satisfy legal requirements.

Our policy is to exceed the minimum requirements of the law where possible, with sufficient funds and resources allocated to achieve this.

We will also ensure that systems are in place that will enable us to properly assess risk, maintain, monitor and, where necessary, improve, safety and health performance throughout all areas of our activities.

Included in these systems will be the means to provide effective communication and consultation on health and safety matters at all levels of the business.

Any information, instruction, training or supervision necessary to meet these commitments will be provided to those who require it, in order to enable them to perform their job safely and competently.

Any guidance relating to individuals' responsibilities in working by themselves without close or direct supervision onsite can be found in the lone working policy.

Responsibilities

In return, Regent College London expects employees at all levels to exceed their minimum legal duties - these are set out in our organizational responsibilities.

This includes cooperating with us on safety matters and taking care of their own safety and that of others - whether from within, or outside Regent College London - who may be affected by their actions or omissions.

9. Vehicles

9.1 Health and Safety Policy

General

If you are authorised to use your own vehicle for business purposes you should ensure that you observe all relevant road traffic laws, including but not limited to drink and the use of mobile phones whilst using the vehicle during working time.

Licence

To be permitted to use your car for business use you are required to have a full and valid UAE driving licence. Regent College London requires all employees to produce their original valid driving licence prior to being permitted to use a personal vehicle for business purposes. This should be presented to your manager. You are also required to take the necessary steps to enable Regent College London to obtain evidence of your driving record prior to being permitted to use a personal vehicle for business purposes. You should contact your manager for further information regarding this.

We reserve the right to request you to produce your driving licence and to take the necessary steps to enable Regent College London to obtain evidence of your driving record at any subsequent time during your employment where you wish to use or are using a personal vehicle for business purposes.

Insurance

You must ensure that your car is insured for business use. Please see your manager to provide a copy of your insurance document showing your vehicle is insured for business use.

Fuel

If you are authorised to use your own vehicle for business purposes, Regent College London will pay for any fuel used for Regent College London purposes. You must adhere to all rules in regard to claiming expenses.

Alcohol

You are expressly forbidden to drive or to be in possession of a vehicle while under the influence of alcohol. It is your responsibility to ensure you stay below the legal drink driving limit applicable to the country in which you are driving. A failure to comply with this requirement will be regarded by Regent College London as constituting gross misconduct.

Drugs

You are expressly forbidden to drive or be in possession of a vehicle where medication prescribed for you or over the counter medication impairs your ability to drive or where you are under the influence of illegal drugs or other drugs such as but not limited to psychoactive (or mind-altering) substances.

In addition to the above, you must ensure that you comply with drug driving legislation. If you are in any doubt regarding the law on drug driving or your ability to drive, you must contact your manager before driving the vehicle. It is your responsibility to ensure you comply with the law.

A failure to comply with the rules regarding driving and drugs will be regarded by Regent College London as constituting gross misconduct.

Smoking /Electronic Cigarettes

When using your vehicle for work purposes you are required to comply with the law regarding smoking in private vehicles in the presence of someone who is under 18. The vehicle must be smoke free if it is enclosed, there is more than one person present and one of them is under 18. If you are in any doubt regarding the law you must contact your manager. It is your responsibility to ensure you comply with the law.

Parking or other fines

Regent College London will not under any circumstances accept any responsibility for parking or other fines incurred by you. They are your responsibility.

10 Code of Conduct

10.1 Regent College London Rules

The following rules apply to all employees and should be strictly observed. Breach of these rules may result in disciplinary action as set out in the chapter detailing Disciplinary Rules and Procedure in this handbook.

10.2 General

Bringing Regent College London into disrepute

At all times remember that you are an employee of Regent College London and that your conduct may reflect on us. Whether or not you are at work, you should not do anything that would bring Regent College London into disrepute with customers or the general public.

This includes any statements made about Regent College London, colleagues or clients on the internet, forums or social networking sites which are likely to be interpreted as damaging to the reputation of any associated party of the business, Regent College London's business interests or any duty of confidentiality. Please note such comments or statements are considered serious and may result in disciplinary action up to and including dismissal.

Obey instructions

You must obey all reasonable and lawful instructions given to you.

Abide by terms and conditions of employment

You must familiarise yourself with and abide by the terms and conditions of your employment that include the Principal Statement of Terms of Employment, this handbook, the Code of Conduct and other Regent Institute Middle East rules which may be issued to you from time to time.

Best endeavours

You are required to use your best endeavours to promote the interests and welfare of Regent College London and to devote the whole of your time, attention and skill during working hours to Regent College London and its affairs.

Gambling

Customary sweepstakes and lottery syndicates require the permission of your manager. Otherwise, you may not participate in or provide facilities for betting or gambling on the Regent College London premises.

Smoking / Electronic Cigarettes

You must not smoke or use electronic cigarettes during working hours. However, you may smoke or use electronic cigarettes during your rest breaks outside in an appropriate place away from the premises's doorways and any fire hazards on our premises.

No misrepresentation

Customers have legal protection from being misled about the merchandise or service provided by Regent Institute Middle East.

After receiving appropriate training you will be expected to be accurate in your description of the merchandise or services that Regent College London provides (whether the communication is verbal or in writing, e.g. on invoices, valuations etc.) when dealing with customers. It is your responsibility to comply with the law at all times.

Personal relationships whilst at work

Regent College London recognizes that employees who work together may form personal friendships and, in some cases, close personal relationships. Whilst it does not wish to interfere with these personal relationships, it is necessary for Regent College London to ensure that all employees behave in an appropriate and professional manner at work. Therefore, the following principles have been devised, and apply to all employees regardless of their job or level of seniority:

- Any employee who is involved in a close personal relationship with a colleague, contractor, client, customer or supplier must not allow that relationship to influence his/her conduct whilst at work;
- Intimate behaviour during working hours is expressly prohibited;
- Any employee who embarks on a close personal relationship with a colleague for whom they have line management responsibility must declare the relationship to his/her manager or the next most senior manager if appropriate.

In these circumstances, Regent College London will consult both of the employees and seek to reach a satisfactory agreement. This may involve a transfer of one or both of them if considered appropriate.

Personal mobile phones

Unless you are anticipating an emergency call you must switch your personal mobile phone to silent whilst at work. You may use your mobile phone on your breaks provided that you do not disturb or disrupt your colleagues.

10.3 Gift Giving and Receiving

Receipt of gifts

You are required to declare in writing to the CEO/President all gifts received in the course of business. You will not be allowed to retain these gifts without the prior approval of the CEO/President. You must not accept or agree to receive any gift if you know or suspect it is intended as a bribe. Cash or equivalent gifts are strictly prohibited.

Under no circumstances are you permitted to request gifts of any kind from clients, potential clients, suppliers or any other third party in the course of business.

Giving of gifts to third parties

You are prohibited from offering, promising or giving gifts to clients, potential clients, suppliers or any other third party in the course of business without the prior permission of the CEO/President. Permission will only be given if in the circumstances the gift is reasonable in nature, value and timing. Cash or equivalent gifts are strictly prohibited. Where the giving of a gift is permitted, it must be given openly and be appropriately recorded in the gifts register.

Giving of gifts to colleagues

While we appreciate that employees may collectively wish to present colleagues with gifts from time to time, collections for such gifts should be controlled and only arranged with the prior permission of your manager.

10.4 Hospitality

You may offer, promise or give hospitality in the name of Regent College London providing all the following are complied with:

- You have authority to do so;
- It does not exceed the amount stipulated in the written authority;
- It is reasonable in nature, value and timing;
- It is not promised, offered or given to influence a third party to enter into business with us or to give us a business advantage;
- It is given openly;
- It does not occur overly frequently between the parties.

You may accept hospitality providing it is proportionate, appropriate and justifiable in the circumstances. You must ensure that by accepting hospitality you do not place, potentially place or give the appearance of placing Regent Institute Middle East in a position where a business advantage is expected to be given by us in return. You must not accept hospitality where you know, believe or suspect that it is intended as a bribe. Under no circumstances are you permitted to request hospitality in the course of business.

Where hospitality is offered, promised, given or accepted details of this must be recorded with the CEO/President. This will be monitored by the CEO/President and the provision and acceptance of hospitality will be kept under review.

10.5 Donations

This Regent College London does not make contributions of any kind to political parties, causes or politicians. Nor do we make charitable donations of any kind. You are prohibited from offering, promising or giving political or charitable donations for the purpose of obtaining business or a business advantage for this Regent Institute Middle East.

10.6 Appearance

Work clothes

You should attend work in clothes that are clean, neat, tidy and appropriate for the duties you are required to perform. Where your work brings you into regular contact with members of the public, you are expected to pay particular attention to this rule and dress in a way that is consistent with the custom and practice of the profession or industry you represent.

Personal hygiene

A reasonable and appropriate standard of personal hygiene must be maintained during working.

10.7 Personal Protective Equipment

Protective clothing

You will be issued with protective/safety clothing or equipment, which you must use at all times as instructed

10.8 Use of Our Property

Equipment, stationery and office supplies

You must not use Regent College London's equipment, stationery/supplies for private purposes.

Telephones

You must not use Regent College London telephones for receiving or making calls unrelated to Regent Institute Middle East business unless for emergency purposes.

Personal mail

All mail received at the Regent College London address will be opened including mail addressed to individual employees. You should not receive personal mail at work without prior permission from your manager and you must not mail personal post at Regent College London's expense.

Regent College London property

Unless your manager has given prior written permission, you must not remove documents or items belonging to Regent College London, its customers, suppliers or employees from the premises.

Use of tools

You must not use Regent College London's tools for private purposes without written permission of your manager.

Return of Regent College London tools

You must return any Regent College London tools to us on the termination of your service or earlier upon Regent College London's demand.

Lost or stolen tools

It is the responsibility of the employee to keep safe and to maintain all tools and equipment belonging to Regent Institute Middle East. Tools and equipment that are the property of Regent College London must be safeguarded at all times and not left unattended. They should be kept locked up and out of sight where appropriate. If you fail to do this you will be expected to reimburse Regent College London for the cost of any tools or equipment that are lost or stolen while under your care.

10.9 Use of Our Premises

Housekeeping

For security and safety reasons ensure that your workspace is uncluttered, clean and sanitary.

Break rooms

You and your colleagues are responsible for ensuring that the places where you take your rest breaks are kept clean (disposing of any rubbish and cleaning up any perishable food stuffs). After use, ensure that the condition of these areas is clean and tidy in appearance.

Personal visits are not authorised

Please do not encourage any unauthorised individuals to visit you at work. Such visits will not be authorised unless for emergencies.

Keys, key fobs and passes

You must take all necessary steps to ensure that if issued with Regent College London keys, key fobs or passes, you do not let another person take control of them unless that person is a manager. If you lose any Regent Institute Middle East key you should immediately report this to your manager and if necessary, take all other steps to secure the premises.

10.10 Employee Safety

Regent College London adopts a proactive approach to security. The CEO/President is committed to the protection of the business assets of Regent College London .

We take every reasonable step to ensure the physical security of our employees, premises, vehicles, plant, equipment and product. If any employee has any concerns in respect of the security of any area of the business, they should present full details of their concerns to a manager. Such concerns will be taken seriously and action will be taken if considered reasonable and necessary after investigation.

Everyone has an individual responsibility to be alert to strangers who appear to have no obvious reason for being on the premises. If in doubt, please contact your manager.

Right to search

Regent College London may inspect the contents of any vehicle, bag, parcel, handbag, case or similar article before it is brought on to or taken away from the premises. Regent College London also reserves the right to request any employee to empty pockets etc. while on the Regent College London premises.

A refusal to co-operate may result in disciplinary action and/or the police being involved.

Searches will be carried out on a random basis, and a search does not imply any dishonesty on the part of the employee.

10.11 Parking

Parking facilities are available on sites that is applicable on a first come first served basis for employees. For further details, please speak to your manager. Regent College London is not responsible for the security of personal vehicles and accepts no liability should your vehicle or its contents be damaged, stolen or lost.

11 Use Of Computers, Internet and Email

11.1 Regent College London policy

We make computers, computer equipment, internet services and email available to our employees as a business tool to help them perform their job role more effectively. Whilst we acknowledge the benefits that the use of such technology can have for our organisation, it is vital that it is used reasonably, professionally and for appropriate purposes.

This policy sets out rules for the use of computers, email and the internet. The rules in this policy are very important and as such we expect them to be complied with at all times. A serious violation of this policy may result in summary dismissal for gross misconduct.

11.2 Personal Use

Unless authorised by the CEO/President, you are strictly forbidden from using Regent College London computers, software and computer equipment for personal use.

11.3 Security

The security of our systems and data is of great importance to Regent College London. If it is compromised it could harm our business or expose it to the risk of harm. To prevent this from occurring, you are required to comply with the security measures detailed below.

Unauthorised software

Software other than that provided by Regent College London is not to be downloaded or installed onto Regent Institute Middle East computers unless specifically authorised by the CEO/President.

External devices and equipment

No external devices or equipment should be attached to our computers or computer equipment without the prior approval of your manager.

Computer viruses

Whilst Regent College London has anti-virus software and spam filters in place, it is still expected that employees will take reasonable care to ensure that our systems do not become infected. If you are suspicious that an email or an attachment may have a virus, you should not open it. You should report it to the IT support team immediately.

If you become aware of a virus or any other programme in our computer system that could cause harm, whether to the computer system itself, its security or our data, you must report this immediately to IT support.

Smartphone and tablet applications

If you have been provided with a smartphone or other portable internet enabled device, you must not download or install any applications on to it without authorisation from your manager. Any applications you are authorised to download must be obtained from an approved source, irrespective of their availability elsewhere.

Confidential passwords

Passwords are confidential and must not be given to another person without prior permission from your manager. If you are preparing to leave your position with this Regent College London for any reason (for example because you have resigned), you must immediately make any passwords used in the course of your employment known to the CEO/President.

Securing your computer terminal /computer device

You are required to secure your computer terminal if you are leaving it unattended. You must either log off or lock your system. This is to maintain the security of our systems and data.

If you are using a laptop computer or any other mobile computing device it is your responsibility to ensure that it is kept secure at all times. Particular care must be taken whilst away from the workplace. All mobile computing devices must be password protected. When it is not actively in use, you must switch off or lock your device to prevent unauthorised access being gained to our systems or data. In the event of loss or theft of a device, you must report this immediately to the CEO/President and the Head of Technology and Systems

You are not permitted to use memory sticks to store information.

If loss or theft does occur, you must immediately report this to your manager and provide a description of the information on the device.

Modification of Regent College London equipment

You must not make any modifications to computer equipment or computer software (including removing software) without first obtaining permission from your manager.

11.4 Use for Prohibited Conduct

Regent College London's computers and computer equipment are provided for the legitimate business purposes of this Regent College London. As such, their use for prohibited conduct will be treated very seriously and may result in your dismissal without notice. The examples of prohibited conduct detailed below are non-exhaustive.

Regent College London strictly prohibits the use of our computers, computer equipment, office equipment, email or internet systems to access, view, create, post, download, store, send, print, copy or distribute:

- Illegal material;
- Pornographic material of any kind or material of a sexual nature;
- Obscene material;
- Discriminatory, defamatory, harassing, derogatory or insulting material;
- Offensive material (that is material likely to cause offence, upset or embarrassment if it is received, seen or discovered to have been accessed);
- Confidential material unless authorised to do so.

The following actions are also prohibited:

- Generating or otherwise participating in the distribution of a virus
- Copying software
- Using Regent College London programs and software for any unauthorised use
- Using Regent College London software or design programs for unauthorised use
- Uploading, downloading, opening or distributing unauthorised software
- Infringing the trademark/licensing rights of this Regent College London or any other individual or organisation
- Infringing the copyright of any individual or organisation

11.5 Email

Regent College London recognizes that email is a useful business tool. However, it is crucial that it is used in a professional manner at all times, whether being sent from a computer or mobile computing device such as a smartphone or tablet. All employees are required to comply with the rules set out below. At no time should email be used for Prohibited Conduct.

Appropriate use of email

You should correspond by email only when it is appropriate for you to do so. In any email sent in the course of employment you must ensure that:

- The tone and content is appropriately professional;
- You identify yourself in an appropriate manner;
- You include Regent College London's standard disclaimer.

Confidential information

You are responsible for ensuring that you do not use email to reproduce, replicate, duplicate or distribute confidential Regent College London information to an inappropriate party.

You are strictly prohibited from transferring confidential information to your personal email account.

Creating contractual commitments

It is important to remember that contracts and contractual obligations can be created by email. You must not create a contract or any contractual obligations with a third party unless it is Regent College London's intention to do so and you have the appropriate authority. If you require further information regarding this, please contact your manager.

Use of emails in court proceedings

Emails can be disclosed in legal proceedings. You must bear this in mind when drafting, responding to or forwarding emails. Even if emails are deleted, it is likely that they are recoverable and as such capable of being disclosed.

Jokes

Using email for the receipt and distribution of jokes and banter is not permitted. Email is one of the least secure methods of communication. What may seem like a joke to you may be offensive to someone else.

Junk mail (spam) and chain emails

Sending and responding to junk email chain letters/emails is forbidden.

Political and charitable donations

You are prohibited from using email to request or respond to a request for political or charitable donations.

Managing your email account

It is your responsibility to ensure that you have sufficient space in your 'Inbox' to enable you to receive emails at all times. You should regularly electronically archive old emails to ensure that your email account is able to function efficiently.

You must use the 'out of office' function on our email system when you are un-contactable. If you are unsure who to forward your emails to in your absence, contact your manager. The 'out of office' message received by those who contact you must be professional. It should include the following information: the date/time when you will next be contactable and who will be dealing with your emails in your absence.

If necessary for business purposes, Regent College London may access your emails in your absence.

11.6 Internet

Regent College London provides internet access as a tool to assist employees to perform their roles. It must be used in a reasonable and professional manner at all times.

You must not engage in any Prohibited Conduct, or act in a manner which breaches any Regent Institute Middle East policy or term of this handbook. It should be remembered that 'cookies' and similar tracking devices may be left on website visits and these can be traceable to Regent College London. As such you must not visit any websites or carry out any activity on the internet which would be inappropriate in a business environment.

If, as part of your role you are permitted to make 'postings' (or carry out similar actions) on the internet on behalf of Regent College London, you will receive additional guidance from your manager regarding what is and what is not acceptable to Regent College London.

Any breach of this part of the policy will be treated seriously and may result in your dismissal.

Regent College London reserves the right to block access to any website it deems inappropriate for employees to access using its systems.

Watching live television on the Internet

You are strictly prohibited from watching or recording live television at our premises using our equipment.

Internet gambling

At no time are employees permitted to use Regent College London's computers, computer equipment or internet to participate in on line gambling of any kind.

11.7 Monitoring

Use of our computers and IT systems (including internet and email) are monitored. This also includes personal use of them.

For information regarding monitoring please refer to your manager.

Information obtained by monitoring may be used as part of disciplinary, capability or other Regent Institute Middle East procedures set out in this handbook.

12 Social Media Policy

Regent College London appreciates that many people enjoy using social media sites such as Facebook, Twitter, LinkedIn and social media applications ('apps') such as Snapchat.

Whilst we do not wish to interfere with employees' activities outside work (or permitted activities in work), Regent Institute Middle East has a right to protect its reputation, intellectual property and confidential information, as well as ensuring our policies are complied with. To strike a fair balance between the interests of all parties, the guidelines below should be observed when using social media sites, social media 'apps', blogging and making any other postings on the internet.

When referring to social media in this policy, this term includes social media 'apps', blogs, and any other postings on the internet.

Serious violation of this policy may result in summary dismissal for gross misconduct. This is the case whether or not the breach takes place during or outside working hours and whether or not you used Regent College London systems or Regent College London devices.

12.1 General

We recommend you consider that anything you post using social media is potentially public. As such, it is advisable that when making posts you ensure they do not reflect badly on you or the organisation.

Responsibility for statements made using social media

If you have communicated that you are an employee of our organisation or are in any way associated with us, it is important that you make it clear that any comments or opinions expressed using social media are yours and are not representative of those of Regent College London.

Regent College London property

Our logo, brand names and other trademarks are the property of this Regent College London and must not be used without written permission from your manager.

Protecting Regent College London's reputation

You must not make any statements or postings using social media that damages the reputation of this Regent Institute Middle East or which puts our reputation at risk.

In particular, you should not make any defamatory or adverse statements about this Regent College London, our clients or suppliers or make any statements that could be interpreted as doing so.

Confidential information

You must not reveal or jeopardise Regent College London's confidential information when using social media. You have the same duty to maintain confidentiality when using social media as you do in any other forum. Your duty of confidentiality is set out in Chapter 2 of this handbook.

Personal data

You must comply with your data protection obligations in relation to employees, students and customers of this Regent College London when using social media.

Unacceptable conduct toward colleagues and third parties using social media
You should not use social media to harass, discriminate against, victimise, bully or insult your colleagues (whether or not they are employees of this Regent College London), customers/clients or other third parties closely associated with this Regent College London.

12.2 Breach of Policy

You must ensure that you do not breach any of Regent College London's policies when using social media.

Business contacts

You are not permitted to add business contacts made in the course of your employment with this Regent Institute Middle East to any of your social networking accounts. If you receive a request from such a person you should politely advise them that you are unable to add them to your account as it is against Regent College London policy for you to do so.

If you have any questions regarding this, please contact your manager.

Reporting breaches of this policy

If you become aware of any breach of this policy, you should report this to the CEO/President to enable Regent Institute Middle East to investigate the matter.

Co-operation with investigation

If you are suspected of breaching this policy, you will be required to co-operate with Regent College London's investigation into the matter. This may include allowing Regent College London access to your social media account to view information relevant to the investigation, such as the alleged posting(s).

12.3 Monitoring

Use of our computing systems, including the internet and email, is monitored. This also includes personal use of them.

For information regarding monitoring please refer to your manager.

Information obtained by monitoring may be used as part of disciplinary, capability or other Regent Institute Middle East procedures set out in this handbook.

13 Drugs And Alcohol Policy

13.1 Drugs and Alcohol Policy

Drugs, alcohol and the workplace

Regent College London has a Zero tolerance to drugs and alcohol, any instances of abuse and possession will result in gross misconduct and immediate termination of employment.

It is in everyone's interest for the Regent College London to maintain a healthy, safe and productive working environment. This policy sets out the rules you must follow in relation to drugs and alcohol as an employee of this Regent College London.

It is very important that you comply with this policy at all times as the Regent College London considers any breach to be a serious matter. If you are found to be in breach of this policy, you may be dismissed without notice or pay in lieu of notice.

Regent College London will follow UAE guidance and laws on drugs and alcohol.

We urge that all employees keep abreast of all the changes to these laws and regulations.

Drugs

Using, possessing, selling and supplying drugs

Apart from drugs prescribed for you, or over the counter medication (both of which must be taken as directed), you are strictly prohibited from using or possessing drugs, including psychoactive (or mind-altering) substances:

- During working time;
- Whilst on Regent College London, client or suppliers' premises (this includes vehicles);
- At lunchtime or during breaks;
- When representing the Regent College London at business/client functions or conferences;
- When attending Regent College London organised social events outside normal working hours.

You must not sell or supply illegal drugs, prescription medication or psychoactive (or mind-altering) substances in the circumstances specified above. Furthermore, it is important to remember that if you engage in activities outside the workplace that could seriously damage our reputation; this may affect your on-going employment with us.

Incidents involving the possession or use of illegal drugs on Regent College London premises will result in the UAE authorities being notified.

Attending work under the influence of drugs

You are strictly prohibited from attending work or business functions under the influence of drugs (including psychoactive (or mind-altering) substances) or other substances. It is your responsibility to ensure you attend work in an unimpaired condition.

If you are taking prescription or over the counter medication we advise you to seek advice from your doctor or pharmacist regarding the effects this will have on you in your role in the workplace. You should also have regard to any side effects or prohibited activities detailed in the instructions, such as drowsiness or advice that you should not operate heavy machinery.

You should advise your line manager in confidence if medication may have an impact on your health and safety or that of others. This is to enable the Regent College London to take appropriate action where necessary. You do not have to inform the Regent College London of what illness the medication relates to.

Alcohol

You are strictly prohibited from attending work under the influence of alcohol. It is your responsibility to ensure you attend work in an unimpaired condition.

14 Disciplinary Rules and Procedure (Non-Contractual)

14.1 Objectives

This procedure is designed to help and encourage you to achieve and maintain standards of conduct. The aim is to ensure consistency and fair treatment for all.

Conduct issues will ordinarily be dealt with in accordance with the Disciplinary Procedure set out here. However, as the disciplinary procedure is non-contractual, Regent College London may take action to address disciplinary matters, without first following the procedure outlined below, in circumstances it deems appropriate.

14.2 Principles

At all stages you will be informed of the basis of the problem and given an opportunity to put your case before any decisions are made.

Regent College London will deal with the matter promptly and expect that you will not unreasonably delay the process. Where the disciplinary process is utilised, employees will not normally be dismissed for a first breach of discipline except in the case of gross misconduct, when the sanction may be dismissal without notice or payment in lieu of notice. It should be noted that this does not mean that the dismissal is an automatic act. All facts will be considered before any action is taken.

There may be occasions that when following the below procedure Regent College London deems it appropriate for an alternative person of appropriate seniority to conduct a stage of the process. This could for example (although not exclusively) be because the relevant manager has already been involved in the process. The alternative person may be an independent third party.

14.3 Suspension

Regent College London reserves the right, at its discretion, to suspend you while a complaint or allegation is investigated and/or while any disciplinary procedure against you is outstanding. Suspension from work will not be automatic but will depend on the circumstances.

Suspension of this kind is not disciplinary action and does not imply that any decision has already been made. Any period of suspension will be as brief as possible and will be kept under review.

During a period of suspension, you will be paid in accordance with the terms and conditions of your contract and this Employee Handbook.

Regent College London may also use its discretion to decide whether to use the disciplinary procedure immediately, or postpone it until any further information becomes available. If Regent College London decides not to instigate disciplinary proceedings, you may receive back pay for the period of unpaid suspension.

During any period of suspension, you shall not attend your place of work other than at the Regent Institute Middle East's request. You shall not contact any other employees, suppliers or customers of the Regent College London without the Regent College London's consent and assistance (except for your accompanying person in their capacity in this role should you be on suspension while any disciplinary procedure against you is outstanding).

14.4 Principles

Upon the receipt of an allegation against you Regent College London will carry out an investigation into the matter. This will normally involve having a fact finding meeting with you where you will be given the opportunity to give a full account of your interpretation of the matter.

Following this Regent College London will make a decision as to whether formal disciplinary action is warranted. In some circumstances Regent College London may choose to deal with the matter informally. If formal disciplinary action is warranted, the following procedure will apply.

14.5 The Disciplinary Procedure

Formal disciplinary meeting

You will be invited to attend a formal disciplinary meeting. At the meeting you will be given an opportunity to state your case and present information in your defence before any decision is made.

After the disciplinary interview, you will be informed of the disciplinary decision and of any disciplinary sanction imposed. The procedure may be implemented at any stage if your alleged misconduct warrants such action.

Right to be accompanied

You have the right to be accompanied at any formal meeting (including an appeal meeting) by a single companion who is:

- A work colleague; or
- An official employed

Your companion has the right to explain and sum up your case, ask questions, and to respond to any views expressed at the hearing. He or she may not answer questions on your behalf. If your companion cannot attend on the date set for the hearing or appeal, then the date can be postponed for up to five working days. At its discretion, Regent College London may postpone the meeting for longer.

Minor faults

Minor faults will be dealt with informally, but where the matter is more serious the following procedure and sanctions will apply.

Stage one - written warning

If conduct does not meet acceptable standards, you will normally be given a written warning. You will be advised of the reason for the warning, that it is the first stage of the disciplinary procedure and of your right of appeal. A copy of this written warning will be kept on your personnel file but it will be disregarded for disciplinary purposes after 9 months subject to satisfactory conduct.

Stage two – final written warning

A final written warning may be given to you where you commit misconduct and there is an active written warning on your record; you commit misconduct that Regent College London considers sufficiently serious to warrant a final written warning even though there are no other active warnings on your record or you commit a serious disciplinary offence amounting to gross misconduct, thereby justifying summary dismissal, but Regent Institute Middle East decides, after taking into account all the relevant circumstances, that a lesser penalty is appropriate.

A final written warning will give details of the complaint, will warn that dismissal is likely to result if there is a further disciplinary offence and will advise of the right of appeal. A copy of this final written warning will be kept on your personnel file but it will be disregarded for disciplinary purposes after 12 months subject to satisfactory conduct.

Stage three – dismissal

If there is further misconduct where there is an active final written warning on your record or if you have committed any act of gross misconduct (regardless of whether there are active warnings on your record) dismissal is likely to result. Only the CEO/President or the Principal can take the decision to dismiss. If you are dismissed for gross misconduct this will be without notice or payment in lieu of notice (summary dismissal).

In exceptional circumstances, as an alternative to dismissal, the CEO/President or the Principal may consider demotion in conjunction with a final written warning as an appropriate sanction. This would involve a reallocation of duties on a salary commensurate with the post.

As soon as reasonably practicable following the disciplinary hearing, you will be provided with written reasons for dismissal or any action short of dismissal, the date on which employment will terminate (if relevant) and the right of appeal.

14.6 Appeals Procedure

You may appeal against a disciplinary decision by informing the CEO/President in writing within five working days of the decision.

All appeals must set out the grounds on which you are making the appeal.

You will be invited to an appeal meeting and you have the right to be accompanied at that meeting (and you will be notified of that right when you are invited to the appeal meeting).

The appeal meeting will reconsider the original decision. You will have an opportunity to put forward, should you so wish:

- New evidence which was not available during the first meeting;
- Complaints of a flaw in the original decision-making process, such as the failure to follow procedures or the failure to give you a fair hearing.

The outcome of any appeal will be confirmed to you in writing and will take one of three forms:

- The original decision may be upheld, in which case the disciplinary sanction will be confirmed;
- The original decision may be overruled, in which case the disciplinary sanction will be rescinded;
- The original decision may be substantially confirmed but a less severe sanction may be substituted for that originally imposed (usually in cases of appeals based on extenuating circumstances). The disciplinary sanction cannot be increased.

The decision of the CEO/President is final, and there is no further right of appeal.

14.7 Levels of Serious Breach

Misconduct

The following (not exhaustive) list provides examples of offences which are normally regarded as misconduct.

- Accidents
Failing to report an accident, no matter how minor/slight.
- Safe working environment
Failing to create and maintain a safe operating / working environment.
- Punctuality
Failure to be punctual and work to the hours defined in your Principal Statement of Terms of Employment.
- Early departure
Leaving your place of work before your normal finishing time without permission whether verbal or written.
- Lateness
Lateness will be considered a breach of the terms of your Contract of Employment.
- Skill and aptitude for the job
Failing to show the skill or aptitude required for the job, particularly where those skills were claimed at the time of your commencing the job.
- Acting in interest of Regent College London
Failing to act wholeheartedly in the interest of the Regent College London at all times.
- Undertaking reasonable duties
Not being prepared to undertake reasonable duties other than those for which you have been specifically employed.
- Reporting absence
Failure to follow the correct absence reporting procedures or to keep us informed of the reason for your absence and your likely return date.
- Continued absence
Where an absence is expected to continue for more than three days failing to obtain and send a medical certificate to Regent College London.
- Persistent absenteeism
Regular and persistent absenteeism.
- Inform Regent College London of infectious or contagious diseases
Failure to inform Regent College London if you contract an infectious or contagious illness.
- Removal of material from work
Removal of any material or equipment from your place of work without prior permission.

- **Unauthorised work**
Using Regent College London time, materials or equipment for unauthorised work.
- **Follow Regent College London procedures**
Failure to follow Regent College London working or operating procedures.
- **Vehicles**
If you drive a vehicle, failure to observe all Regent College London operating procedures.
- **Reporting offences**
Failure to report any convictions for driving offences/endorsements or any convictions that may affect your suitability for employment with Regent College London.
- **Fines during use of vehicle**
Attempting to place any liability arising out of your wrongful or illegal use of a vehicle upon the Regent Institute Middle East.
- **Vehicle mileage requirement**
Failure to comply with all statutory regulations of Regent College London regarding the recording of daily mileage, journeys undertaken, actual driving hours etc.
- **Health and safety of colleagues**
Endangering the health and safety of any other employee whilst at work.
- **Protective clothing**
Where you are issued with any protective safety clothing, equipment etc., failure to use this as instructed, unless you have good reason not to.
- **Unauthorised use of computers, email and internet usage**
Failing to follow the Computer policy
- **Unauthorised personal usage of computers, email and internet**
Emailing or using the internet for personal use outside of break times.

Gross Misconduct

In the event that you are found to have committed an act of gross misconduct, you may be dismissed without notice or payment in lieu of notice.

The following (non- exhaustive) list provides examples of offences which are normally regarded as gross misconduct.

- **Violence**
Physical violence (including but not limited to fighting), threatened violence or behaviour which provokes violence.
- **Discrimination, victimisation, bullying or harassment**
Discrimination, victimisation, bullying or harassment contrary to our Equal Opportunities Policy or our Harassment and Bullying Policy.
- **Sexual Harassment**
Sexual harassment contrary to our Harassment and Bullying Policy.

- **Failure to carry out instruction**
The failure to follow a reasonable instruction and/or request given to you.
- **Insubordination**
Serious act(s) of insubordination.
- **Offensive language**
Single or repeated use of offensive or excessive bad language.
- **Offensive behaviour**
Single or repeated use of offensive behaviour on Regent College London premises, or in front of customers.
- **Smoking/ using electronic cigarettes**
Serious breach of the rules dealing with smoking/using electronic cigarettes.
- **Theft**
The theft of Regent College London's property and/or the property of others.
- **Damage to property**
Deliberate damage to Regent College London property.
- **Damage to Regent College London business**
Being concerned or interested in action which is damaging to or competes with the business of Regent Institute Middle East.
- **Interest in other companies**
Having interest in any other business, associating with contentious organisations or engaging in any activities which may interfere with the performance of your duties or cause a Conflict of Interest.
- **Bringing Regent College London into disrepute**
Bringing Regent College London into serious disrepute by your actions or any adverse personal publicity that could potentially damage Regent College London's reputation or business interests.
- **Being at work under the influence of alcohol or drugs or testing positive for drugs or alcohol or unreasonably refusing a drugs or alcohol test or other serious failure to comply with testing procedures**
Serious incapability/intoxication through alcohol or being under the influence of illegal or non-prescribed drugs or other substances such as but not limited to psychoactive (or mind-altering) substances formerly known as 'legal highs' whilst at work or testing positive for drugs or alcohol or unreasonably refusing to undergo a drugs or alcohol test or other serious failure to comply with testing procedures.
- **Seriously endangering health and safety**
Seriously endangering the health and safety of yourself and/or others on Regent College London premises or representing Regent College London.
- **Falsifying official Regent College London records**
Knowingly and deliberately placing false information, or inducing another person to place false information, in Regent College London records with a view to gaining a pecuniary advantage or which proves harmful to another.

- **Fraud**
Participating in fraudulent activity against the interests of Regent College London contrary to the fraud and anti- bribery policy
- **Bribery**
Accepting or offering a bribe or other breach of our anti-bribery policy or procedures including those relating to the receipt of gifts, giving of gifts to third parties, hospitality or third party expenses.
- **Negligence**
Serious or gross negligence which causes unacceptable loss, damage or injury.
- **Intentional or multiple acts of misconduct**
Intentional breach of any rule or procedure or multiple acts of misconduct.
- **Inappropriate use of the Internet**
Using an internet enabled Regent College London device to deliberately access internet sites containing, or to store and/or transfer pornographic, offensive or obscene material.
- **Inappropriate postings on social media sites or social media applications ('apps')**
Postings that damage, offend or embarrass Regent College London, clients or colleagues or which otherwise seriously breach Regent College London's social media policy.
- **Regent College London property**
Unauthorised possession of Regent College London's property.
- **Criminal offence affecting Regent College London business**
Commission of a criminal offence (which affects Regent College London's business either directly, or where the impact is to bring Regent College London's reputation into disrepute).
- **Subjecting a colleague to any detriment on the ground that they have raised a whistleblowing concern.**
Harassing, threatening or taking any other retaliatory action against a whistleblower.
- **Breach of Data Protection, Data Protection Policies or Procedures**
Unauthorised use, processing or disclosure of personal data (including special categories of personal data), or any serious or deliberate breach of data protection policies or procedures.
- **Breach of Confidentiality**
Unauthorised use or disclosure of confidential information or failure to ensure that confidential information in your possession is kept secure.
- **Serious/deliberate breach of Regent College London policy**
Serious or deliberate breach of any rules/policies contained in Regent College London documentation.

This is an exhaustive list and any breaches in the above will result in termination of employment as per the UAE laws governing at the time.

15 Capability Rules and Procedure (Non-Contractual)

15.1 Capability Procedure

Objectives

We recognise that during your employment your capability to carry out your duties may deteriorate. This can be for a number of reasons, the most common ones being that either the job changes over a period of time and you fail to keep pace with those changes, or you change (most commonly because of health reasons) and you can no longer cope with the work. This procedure is designed to help and encourage you to achieve and maintain standards of job performance.

As the capability procedure is non-contractual, this means Regent College London may take action to address capability issues (including dismissal) without first following the procedure outlined below, in circumstances it deems appropriate.

Principles

If the nature of your job changes and/or we have concerns regarding your capability with regard to your role, we will make every effort to ensure that you understand the level of performance expected of you and that you receive adequate training and supervision. This will be done in an informal manner in the first instance and you will be given time to improve.

If your standard of performance is still not adequate you will be subject to a formal capability procedure. The procedure may result in a warning that a failure to improve and to maintain the level of performance required could lead to a further progression through the capability procedure. Throughout the process, we will also consider the possibility of more suitable work if any is available.

If we cannot transfer you to more suitable work and there is still no improvement after a reasonable time, or the standard of achievement is not maintained, you will be subject to further capability procedures that may result in your dismissal.

The meetings will normally be held by your manager. At all stages you will be advised, in writing, of the alleged unsatisfactory performance and the likely outcome if we decide after the meeting that your performance has been unsatisfactory. You will be given a reasonable opportunity to consider your response before any capability meeting.

We will also include the following where appropriate:

- A summary of relevant information gathered as part of any investigation;
- A copy of any relevant documents which will be used at the capability meeting;
- A copy of the outcomes from any previous capability meetings.

The capability meeting

The aims of a capability meeting will usually include:

- To set out the required standards that we believe you may have failed to meet, and to go through any relevant evidence that we have gathered;
- To give you an opportunity to state your case and present information and facts that you feel are relevant before any decision is made;
- To establish the likely causes of poor performance, including any reasons why any measures taken so far have not led to the required improvement;
- To identify whether there are further measures, such as additional training or supervision, that may improve performance;
- To discuss targets for improvement and a time-scale for review, where appropriate;
- To establish whether there is any likelihood of a significant improvement being made within a reasonable time and whether there is any practical alternative to dismissal, such as redeployment, where dismissal is a possibility.

Procedure

The procedure may be implemented at any stage if your performance warrants such action.

Stage one - written warning

Following a stage one capability meeting, if we decide that your performance is unsatisfactory, we will give you a first written warning.

The warning will normally remain active for 9 months from the end of the review period, after which time it will be disregarded for the purposes of the capability procedure. Your performance will be monitored during the review period and we will write to inform you of the outcome.

Stage two - final written warning

If your performance does not improve within the review period set out in a first written warning, or if there is further evidence of poor performance while your first written warning is still active, we may decide to hold a stage two capability meeting. Following a stage two capability meeting, if we decide that your performance is unsatisfactory, we will give you a final written warning. A final written warning will normally remain active for 12 months from the end of the review period.

Stage three - dismissal

If your performance has not improved to the required standard or is still unsatisfactory, dismissal will usually result. As an alternative to the dismissal, the CEO/President or the Principal may consider de-motion, which would involve a reallocation of duties on a salary commensurate with the post, as an appropriate sanction. You will be provided, as soon as reasonably practicable following the meeting, with written reasons for dismissal or any action short of dismissal, the date on which employment will terminate (if relevant) and the right of appeal.

The outcome

We will inform you in writing of our decision and our reasons for it, usually within one week of the capability meeting. Where possible we will also explain this information to you in person.

- The warnings will set out:
- The areas in which you have not met the required performance standards
- Targets for improvement
- Any measures, such as additional training or supervision, which will be taken with a view to improving performance
- A period for review
- The consequences of failing to improve within the review period, or of further unsatisfactory performance

Review periods

Following each warning there will be a review period. Your performance will be monitored during the review period and we will write to inform you of the outcome, which will be one of the following:

- If your performance is satisfactory, no further action will be taken
- If your performance is unsatisfactory, the matter may be progressed to the next stage of the capability process
- If there has been a substantial but insufficient improvement, the review period may be extended

15.2 Appeals

You may appeal against any capability decision by informing the CEO/President in writing within five working days of the decision.

All appeals must set out the grounds on which you are making the appeal.

You will be invited to an appeal meeting and you have the right to be accompanied at that meeting (and you will be notified of that right when you are invited to the appeal meeting). The appeal meeting will reconsider the original decision. You will have an opportunity to put forward, should you so wish:

- New evidence which was not available during the first meeting; and/or
- Complaints of a flaw in the original decision-making process, such as the failure to follow procedures or the failure to give you a fair meeting.

The outcome of any appeal will be confirmed to you in writing and will take one of three forms:

- The original decision may be upheld, in which case the sanction will be confirmed
- The original decision may be overruled, in which case the sanction will be rescinded
- The original decision may be substantially confirmed but a less severe sanction may be substituted for that originally imposed (usually in cases of appeals based on extenuating circumstances). The sanction cannot be increased.

The decision of the CEO/President is final, and there is no further right of appeal.

15.3 Alternative Chairperson

There may be occasions that when following the capability procedure Regent College London deems it appropriate for an alternative person of appropriate seniority to conduct a stage of the process. The alternative person may be an independent third party.

16 Dismissal Procedure (Non-Contractual)

16.1 Purpose and Scope

This procedure sets out the steps that will ordinarily be followed when Regent College London is contemplating the dismissal of any employee in circumstances where the dismissal is not specifically covered by another of Regent Institute Middle East's procedures.

Examples where this procedure may apply, although not an exhaustive list, are when Regent College London has reason to consider dismissing an employee for any of the following reasons:

- Where your employment places Regent College London in breach of a statutory duty; or
- Dismissal for some other substantial reason (e.g. substantial business reasons) unless a specific exemption applies (e.g. dismissing employees and offering to re-engage them on different terms).

However, as this procedure is non-contractual, Regent College London is not required to follow it at all times when contemplating dismissal. There may be occasions where Regent College London deems it appropriate to take the decision to dismiss without first following the procedure below.

16.2 The Procedure

Right to be accompanied

You have the right to be accompanied throughout this procedure. (See the section dealing with the right to be accompanied in the Chapter on Disciplinary Rules and Procedure in this handbook.)

There are three stages to the procedure:

Stage one

You will be advised in writing of the proposed dismissal and the reasons, circumstances and characteristics, as appropriate, which led to the proposal. You will be invited to a meeting to discuss the proposal. Prior to any meeting, you will be given a reasonable opportunity to consider your response to the proposed dismissal.

Stage two

At the meeting, you will be given the opportunity to discuss the proposed dismissal and any points you may want to raise in respect of the proposed dismissal. You will then be informed in writing of the outcome of the meeting and your right to appeal against that decision.

Stage three

If you wish to appeal against a decision to dismiss, you should inform the CEO/President within five working days in writing. You will then be invited to attend an appeal hearing. The CEO/President will hear the appeal and his/her decision is final. After the appeal, you will be informed of the appeal decision.

For more details on the right to appeal, please refer to the paragraph below.

Right of appeal

All appeals must set out the grounds on which you are making the appeal.

You will be invited to an appeal hearing and you have the right to be accompanied at that hearing. You will be notified of that right when you are invited to the appeal hearing.

The appeal hearing will reconsider the original decision. You will have an opportunity to put forward, should you so wish:

- New evidence which was not available during the first hearing; and/or
- Complaints of a flaw in the original decision-making process, such as the failure to follow procedures or the failure to give you a fair hearing.

The outcome of any appeal will be confirmed to you in writing and will take one of two forms:

- The original decision may be upheld, in which case the dismissal will be confirmed; or
- The original decision may be overruled, in which case the dismissal will be rescinded.

There is no further right of appeal from the decision of the CEO/President.

Alternative Chairperson

There may be occasions that when following this procedure Regent College London deems it appropriate for an alternative person of appropriate seniority to conduct a stage of the process. This could for example (although not exclusively) be because the relevant manager has already been involved in the process. The alternative person may be an independent third party.

17 Leaving Regent College London

17.1 Resignation

Giving notice

If you wish to resign you should put this in writing and give it to your manager. You should give the required notice as stated in your Principal Statement of Terms of Employment.

Leaving without notice

If you leave Regent College London without working your complete notice period, you will only be paid for the days you attended work.

If you leave Regent College London without working your full contractual notice and without authorisation, Regent College London reserves the right to seek reimbursement from you for any additional expense incurred by Regent College London in covering your duties during this period. You expressly agree that Regent Institute Middle East may deduct the additional cost of hiring a replacement for this period from your final pay.

17.2 Regent College London Dismissal with Notice

In the event of Regent College London terminating your employment you will receive written notice from us as stated in your Principal Statement of Terms of Employment.

17.3 Regent College London Dismissal without Notice

Circumstances

Regent College London shall be entitled to dismiss you at any time without notice or payment in lieu of notice if you commit a serious breach of your obligations as an employee.

Fundamental breach of trust and confidence

If either party does something which makes the working relationship untenable the other party may accept that act as a repudiatory breach and terminate the Contract of Employment without notice.

Recovery of Regent College London losses

You agree that if the disciplinary action or gross misconduct leading to the dismissal has resulted in Regent Institute Middle East incurring financial loss, such loss may be offset by any payments to which you are otherwise entitled. In addition, Regent College London reserves the right to pursue you for recovery of such losses by passing the matter to an appropriate court.

Garden leave

On receipt of your notice or on the termination of your employment with notice, Regent College London reserves the right for the duration of your notice period to require you not to work, and is not under any obligation to provide you with work. This is to protect our client lists, sales lists, client contracts, designs, confidential information, manuals, intellectual property etc. Garden leave will be implemented for business purposes only and does not imply a lack of trust or confidence in you as an employee.

Specifically unless directly requested to by Regent College London you:

- Will not attend Regent College London premises or any subsidiary premises
- Will not contact or deal (or attempt to contact or deal with) clients/contractors/agents/staff unless directly requested to by Regent College London
- Will inform Regent College London of where you can be contacted every day

You will not during the garden leave period be directly or indirectly involved, concerned or engaged in any other business activity that, directly or indirectly, competes, interferes or conflicts with your contractual obligations to Regent College London

The implementation of garden leave does not affect any of your other contractual or statutory rights. You will be entitled to full contractual pay and benefits during your notice period and will remain an employee and bound by the terms of your employment.

17.4 Administration on Leaving Regent College London

Surrender of Regent College London property

If you have given notice of your resignation, or your employment is terminated with or without notice, we may at our sole discretion request you to immediately surrender all property and materials in your possession. That is the intellectual, personal and real property of Regent College London.

Subject to your statutory rights, these may include, but are not limited to:

- Regent College London computer, laptop and passwords
- Regent College London Mobile phone
- Regent College London issued credit and/or Debit cards
- Equipment supplied by or purchased on your behalf by Regent College London for your use
- Regent College London software
- All training manuals
- All management and employee manuals
- All sales and marketing materials and
- All written or otherwise recorded information relating to your employment with Regent Institute Middle East.

Inventory

An inventory and accounting of Regent College London property identified in this section may be conducted prior to your receiving your final settlement payment. You are not entitled to refuse to surrender Regent Institute Middle East property while waiting to receive salary/wage payment, as these will be paid to you in the normal way.

17.5 Visa Cancellation Policy

This policy sets out the steps that will ordinarily be followed for visa cancellation. There are different reasons when Regent College London shall cancel your visa:

- In case of dismissal
- Termination
- Resignation

In the case of resignation, the employee has two options - either to apply to Regent College London for visa cancellation or to transfer visa to another employer.

- Absconding

The employee shall provide all the documents required to cancel visa or at any stage Regent College London can require any additional documents to process visa cancellation.

The employee and HR, on behalf of Regent College London, will sign the FINAL SETTLEMENT FORM as proof that the employee has received all the end of service benefits, salaries and settlements from Regent Institute Middle East.

The whole process of visa cancellation will take one week, and entry permit of the employee will be cancelled by GDRFA then the employee has to leave the UAE or get a new visa within thirty days of cancellation of the visa. If the employee will stay in the UAE after THIRTY days of the visa cancellation, the employee will have to pay a fine after the grace period.

18 Regent College London Policies

These policies do not form part of your contractual terms and conditions, but provide a framework of how we would choose to deal with certain issues that may arise.

18.1 Grievance Procedure

Policy

We will try to resolve, as quickly as possible, any grievance you may have about your employment. This procedure is open to any employee who has a grievance in relation to their employment. Regent Institute Middle East wants you to use this procedure when necessary so that we can deal with such matters appropriately. If you raise a grievance, the matter will be dealt with promptly, fairly and in confidence.

Purpose and scope

Grievances are concerns, problems or complaints that employees raise with their employers. Grievances may relate to, amongst other things, terms and conditions of employment, health and safety, work relations, new working practices, organisational changes, equal opportunities and harassment. If the grievance relates to discrimination, bullying or harassment you should also refer to the equal opportunities, bullying and harassment policies.

Principles

A written record of the grievance meeting and any appeal should be agreed between, and signed by, the interviewer and you and will be recorded on your personnel file.

Information and proceedings relating to a grievance will remain confidential as far as is possible. All stages of the procedure shall be dealt with without undue delay.

If you set out the grievance in writing and send a copy to Regent College London, the formal grievance procedure (stage two) will be automatically invoked.

Procedure

At all stages of the procedure, during any associated meetings as outlined below, you have the right to be accompanied by a colleague during the grievance meeting and any appeal meeting. See the chapter in this handbook on Disciplinary Rules and Procedure for further details on who can be a valid accompanying person.

Stage one - informal

Your first step is to raise any grievance with your manager, who, in most cases, will be best placed to respond to the complaint. If this informal approach fails to resolve the issue, or the complaint is sufficiently serious, you should raise it as a formal grievance (stage two).

Where the grievance is against your manager, you may approach another manager or raise the issue with the Principal.

Stage two - formal

If the matter cannot be satisfactorily resolved, or is sufficiently serious, you should raise the matter formally by setting out the grievance in writing and sending a copy to the Principal.

Once the Principal receives a written copy of the grievance, you will be invited to attend a meeting with them to discuss the grievance. After the meeting they will take time to consider the grievance.

They will then inform you of their decision and any proposed action to be taken in respect of the grievance. You will also be informed of the right to appeal this decision.

Stage three - appeal

If you wish to appeal a grievance decision, you should inform the CEO/President in writing within five working days with grounds for your appeal. You will then be invited to attend an appeal hearing. The CEO/President will hear all appeals and the appeal decision is final. After the appeal, when the grounds for your appeal have been considered, you will be informed of the appeal decision.

Alternative Chairperson

There may be occasions where, following receipt of a grievance or a grievance appeal, Regent Institute Middle East deems it necessary for an alternative person of appropriate seniority to conduct the meeting and/or make the decision regarding the grievance or appeal. This could for example (although not exclusively) be because the relevant manager has already been involved in the process. The alternative person may be an independent third party.

18.2 Bullying and Harassment Policy

Bullying and/or harassment are unacceptable, whether in the workplace or outside the workplace where it involves or affects Regent College London in any way. Everyone should be treated with dignity and respect and as such Regent College London will not tolerate bullying or harassment, whether intentional or otherwise.

Bullying and/or harassment are serious offences and are likely to be regarded as gross misconduct. If you bully or harass a colleague or other person (or condone harassment), you could be the subject of disciplinary action and may be summarily dismissed.

This policy is designed to prevent bullying and harassment and to deal with any cases that occur. Each employee has a duty to observe and apply this policy at all times.

Definitions

Bullying

Bullying is the repeated less favourable treatment of a person by another or others. Bullying can take the form of physical, verbal and non-verbal conduct.

Examples of what is unacceptable behaviour, including what may be defined as bullying, can be found below:

- Spreading malicious rumours, or insulting someone;
- Copying memos that are critical about someone to others who do not need to know;
- Ridiculing or demeaning someone - picking on them or setting them up to fail;
- Exclusion or victimisation;
- Unfair treatment;
- Overbearing supervision or other misuse of power or position;
- Making threats or comments about job security without foundation;
- Deliberately undermining a competent worker by overloading and constant criticism;
- Preventing individuals progressing by intentionally blocking promotion or training opportunities.

Bullying does not include:

- Occasional differences of opinion, and non-aggressive conflicts and problems in working relations;
- Workplace counselling, managing under-performance and other actions in line with Regent Institute Middle East procedures.

Harassment

Harassment is unwanted conduct that has the purpose, or effect, of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

Harassment may be related to, age, disability, gender re-assignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

Harassment also includes conduct of a sexual nature (sexual harassment) as well as treating someone less favourably because they have previously submitted or refused to submit to conduct of a sexual nature or conduct related to gender reassignment or sex.

A single incident can amount to harassment. Even if harassment does not fall into any of the categories above it is still unacceptable. Harassment can take many forms and can be physical, verbal or non-verbal conduct.

Harassment may include, for example:

- Racist, sexist, homophobic or ageist jokes or derogatory or stereotypical remarks about a particular ethnic Regent College London, religion, gender, sexual orientation or disability;
- Offensive or intimidating comments or gestures;
- Insensitive pranks or jokes;
- Unwelcome sexual advances or suggestive behaviour (whether or not the person making the advance or exhibiting the behaviour perceives the conduct as harmless);
- Unwanted physical conduct.

Regent College London approach

Management are responsible for ensuring that all employees understand that bullying and harassment are not tolerated and for taking early corrective action to deal with behaviour that is offensive or intimidating.

Each employee has an obligation to promote an equal opportunity environment within Regent Institute Middle East. As our employee, you have a duty to observe and apply this policy at all times.

Informal procedure

In some cases, it may be possible to rectify matters informally. Sometimes people are not aware that their behavior is unwelcome and an informal discussion can lead to greater understanding and an agreement that the behavior will cease.

If you think that you may be the victim of bullying or harassment you should in the first instance raise the issue with your manager in confidence. They will then investigate the allegations before deciding the correct approach. Depending on the circumstances, your manager may consider mediation between the parties to resolve the issues. All circumstances will be taken into account with the aim being that a satisfactory resolution is achieved with minimum disruption.

Regent College London takes all complaints of bullying and harassment very seriously and will endeavor to deal with each issue promptly, confidentially and adequately to ensure the smooth running of the business.

Formal procedure

If resolution at an informal stage has been unsuccessful or you feel the complaint is serious enough, the formal procedure may be used.

Regent College London encourages the use of its grievance procedure to deal with issues which cannot be resolved informally. It should be noted however, that Regent College London encourages resolution at an early stage and therefore promotes the use of the informal procedure wherever possible.

Details of Regent College London's grievance procedure can be found in the preceding policy. Following the outcome of the grievance procedure, if it is found that bullying or harassment has occurred then the relevant disciplinary action will be taken, which may lead to summary dismissal.

Malicious complaints

Disciplinary action may be considered if a deliberately false allegation of bullying or harassment is made. However, such action will not be taken if a complaint which proves to be unfounded is judged to have been made in good faith.

18.3 Stress Policy

Introduction

Regent College London recognizes that stress at work can be harmful and can have a detrimental effect upon both the individuals concerned and upon the business as a whole.

What is stress?

Stress is the adverse reaction people have to excessive pressures or other types of demand placed on them. This may be due to work or factors outside work. There is a clear distinction between pressure, which can create a 'buzz' and be a motivating factor, and stress, which can occur when the pressure becomes excessive.

If the excessive pressure (stress) continues for prolonged periods of time, it can have adverse effects on an individual's physical and mental health as well as performance at work.

'Good' stress

Any set of tasks, responsibilities and day-to-day problems result in pressures and demands being placed upon almost any employee in any working environment.

Individuals accept reasonable pressures which are, in the main, considered as positive and motivational. These pressures can provide the key to a sense of achievement and job satisfaction.

It is only when there is excessive and unreasonable workplace pressure that it might become harmful. It can then damage performance and undermine the health of a workforce as described below.

Harmful stress

Harmful stress levels differ for individuals, based on personality, experience, motivation and the support received from management, colleagues, family and friends.

But where pressures build and continue for some time, the effects of stress can become more sustained and far more damaging, leading to longer term psychological problems and physical ill health. Long-term stress has been associated with conditions such as high blood pressure, heart disease, anxiety, depression, ulcers and thyroid disorders.

There can also be associated behavioural effects, such as increased anxiety and irritability, a tendency to drink more alcohol and smoke more, difficulty sleeping, poor concentration and an inability to deal calmly with everyday tasks and situations.

The ability to cope with high levels of stress can also be affected by events being experienced outside of work. Situations such as bereavement, family sickness, marital or other inter-personal problems also cause stress.

Indicators of potentially harmful stress levels to watch out for are:

- Pressures which are cumulative and/or prolonged;
- Demands placed upon the individual over which he/she has lost control;
- Demands which are conflicting – causing confusion;
- High levels of uncertainty or under-utilization of skills;
- Inflexible and/or over-demanding work and/or travel schedules;
- Prolonged inter-personal conflicts; and
- Absences of leadership and/or understanding from managers.

Physical conditions such as noise, heat, humidity, vibration and a presence of toxic or dangerous materials or other hazards might also increase stress levels for the employees working within that environment.

Regent College London's approach to managing stress

Regent College London takes the issue of stress very seriously to ensure the health and well-being of its employees as well as the smooth running of the business. If you are feeling the effects of stress, or suspect a colleague is stressed, please inform your manager. Your manager will examine the causes of stress involved and together with the designated Health and Safety representative will look at ways in which the stress can be eliminated or reduced. This will be done in full consultation with the affected employee.

The necessary changes will be made in accordance with the cause of stress, the nature of work and the resources available. Such measures may include:

- Ensuring that employees' skills, abilities and personalities match the demands of the job, which may mean varying the type of work or work location.
- Improving training.
- Improving career structures.
- Improving communications and consultation.

In some instances, it may be desirable to take long-term measures aimed at improving the quality of working life. These may include the following:

- Meeting on a regular basis to identify, investigate and attempt to solve work related problems. This can help to improve job satisfaction and produce a higher quality service;
- Taking a critical look at the organization of tasks and the structuring of jobs, in consultation with employees, to provide satisfaction for them and to increase their effectiveness;
- Giving an individual more responsibility for a defined area of work, where possible;
- Considering teamworking. This gives Regent College London people greater responsibility for effective performance whilst also setting specific goals for the team.

Ill health

Where an employee suffers from ill health and is absent from work due to stress, Regent College London will not endanger that individual's health further by placing him/her back into his/her previous job without first effecting change. The employee will be invited to a welfare meeting where the following may be considered:

- An introduction of a safe system of work – amending the previous job/responsibilities, where practicable. Changes in hours will also be considered.
- Redeployment into a less stressful role;
- Any other measures that Regent College London can take within its control that will alleviate the stress and enable a return to work for the employee.

It may not be possible to eliminate all pressures that are believed to be causing stress at work, however Regent Institute Middle East aims to make all employees aware of such factors and deal with any such issues as effectively as possible. If it is not possible for Regent College London to implement changes that will help the employee return to work, the employment may be brought to an end, following consultation with the employee, through a dismissal process.

Long-term strategy

To ensure that all instances of stress are as minimal as possible, Regent College London will ensure, so far as is reasonably practicable, that jobs will be designed in such a manner that:

- The responsibility and tasks can be clarified and communicated to each job holder.
- The job is achievable by the job holder who can receive credit for its accomplishment.
- Employees are not given a role for which they do not have the ability.
- Timely training and instruction with regard to the job, the working environment and identified, specific pressures can be given.

Where appropriate, as part of the normal risk assessment process, jobs will be assessed in order to identify tasks and responsibilities that may place prolonged and harmful levels of stress upon the job holders. When necessary, and in consultation with the job holders, job design may then be altered in order to reduce the risk.

It is each employee's responsibility to become familiar with this policy and adhere to its terms.

18.4 Whistleblowing Policy

Introduction

All organisations face the risk of things going wrong or of unknowingly harbouring malpractice. Regent Institute Middle East believes it has a duty to identify such situations and take the appropriate measures to remedy them. By encouraging a culture of openness within our organisation Regent College London believes it can help prevent malpractice. Furthermore, by knowing about malpractice at an early stage Regent College London stands a good chance of taking the necessary steps to safeguard the interests of all staff and protect the organisation. In short, Regent College London encourages you to 'blow the whistle' on suspected malpractice.

Please be aware that this policy is not the procedure for general grievances. If you have a complaint about your own personal circumstances then you should use the normal grievance procedure. If you have concerns about malpractice within Regent College London you should use the procedure outlined in this policy.

Suspected malpractice

Regent College London encourages you to report suspected malpractice in relation to our activities. We construe malpractice widely and this includes:

- Any illegal activity at Regent College London;
- Any activity that causes Regent College London to breach its legal obligations;
- Any activity that causes Regent College London to endanger the health and safety of any person;
- Any activity that damages the environment;
- Any attempt to willfully conceal any information that tends to show malpractice.

You are not required to obtain evidence of malpractice before raising your concern. As such you must not commit an act or acts of misconduct, breach Regent College London rules or damage Regent College London in any way in order to obtain information. Regent College London is committed to ensuring that you work in an environment in which you can raise concerns and there is no question of you having to prove anything. Regent Institute Middle East will support employees, who with the reasonable belief that it is in the public interest to do so raise concerns under this policy, even if they turn out to be mistaken.

How to raise your concern internally

If you feel able to do so you should tell your manager about your concern. There is no special procedure for doing this - you can tell your manager about the problem, or put it in writing if you prefer.

If you feel you cannot tell your manager, for whatever reason, please raise the issue with HR.

If you have raised your concerns and you are still concerned, or the matter is so serious that you feel you cannot discuss it with the person named above, you should raise the matter with the CEO/President:

NAME	HR
CONTACT DETAILS	HR@regenteducation.ae

How Regent College London will respond

After you have raised your concern Regent College London will decide how to respond in a responsible and appropriate manner under this policy. Usually, this will involve making internal enquiries first, but it may be necessary to carry out an investigation at a later stage, which may be formal or informal depending on the nature of the concern raised.

As far as possible, Regent College London will keep you informed of the decisions taken and the outcome of any enquiries and investigations carried out. However, Regent College London will not be able to inform you of any matters that would infringe the duty of confidentiality owed to others.

If you want to raise your concern confidentially, we will make every effort to keep your identity secret. If it is necessary for anyone investigating your concern to know your identity, we will discuss this with you.

The Board of CEO/President will review all claims and concerns raised.

Raising your concern externally (exceptional cases)

The main purpose of this policy is to give you the opportunity and protection you need to raise your concerns internally. Regent College London would expect that in almost all cases raising concerns internally would be the most appropriate action for you to take.

Protection for whistleblowers

You may be worried that by reporting your concerns you will be opening yourself up to victimisation or detriment, or risking your job security. However, all staff benefit from statutory protection if they raise concerns in the right way and do so with the reasonable belief that raising the concern is in the public interest. This protection means that employees must not be dismissed or suffer any detriment treatment as a result of raising a concern. As it will be in your own interests to do so we would encourage you in particular to ensure you have a reasonable belief that the disclosure you wish to make is in the public interest as this is one of the requirements that must be met in order to obtain the statutory protection mentioned earlier.

Staff must not threaten or retaliate against whistleblowers in any way. This will be regarded as gross misconduct and may result in those involved being dismissed without notice or payment in lieu of notice.

If you believe that you have suffered any detriment treatment, you should inform your line manager immediately. If the matter is not remedied, you should raise it formally using our Grievance Procedure.

18.5 CCTV Policy

Monitoring and surveillance

In addition to physical barriers, alarm systems and health and safety measures, CCTV cameras are in operation on Regent College London premises. These cameras have been installed in order to help protect the assets of the business, investigate and/or detect crime, apprehend and/or prosecute offenders, and to protect the personal safety of all individuals on site (including employees, visitors and contractors). Images may be entered as evidence in criminal proceedings, used in disciplinary procedures or used for traffic and safety monitoring. The equipment is sited in such a way that it only monitors those areas intended to be covered for the purposes stated. The Data Controller for the Regent College London is the Board. Appropriate signage showing that a CCTV system is in operation is in place. Should any employee have any concerns with regard to the appropriateness or adequacy of the signage, they are invited to present them to the CEO/President of the Regent College London, in writing, and these concerns will be considered in full, and if considered reasonable, the Regent College London will implement corrective action or recommendations and provide a response within fourteen days.

The recorded images from the system are stored securely with only a limited number of authorised people having access. The images will only be retained long enough to enable any incidents to come to light.

The CCTV scheme is controlled and monitored by the CEO/President. For further information, contact the CEO/President. The installation, location and maintenance of the CCTV systems are the responsibility of the CEO/President and a maintenance log is kept. Where required and unless exempt, the Information Commissioner has been notified of the use of the CCTV system and this notification is renewed annually.

18.6 Conflict of Interest

A conflict of interest is a situation where an individual's private interests are in (or may appear to be in) conflict with the interests of Regent College London. It is not that individuals cannot have private interests, but rather that these interests should be declared where they might reasonably be foreseen to be in conflict.

It is therefore important that we protect Regent College London (and its staff and governors) against criticism or compromise by ensuring that any Conflict of Interest is recognised and disclosed, and steps are taken to avoid or manage them.

Further details are available in the Conflict of Interest Policy.

In addition to the policies mentioned in this handbook, all employees are required to read and understand other policies which can be found on SharePoint. If you have further queries, please contact HR or your line manager.

Version Control

Version	Date	Author	Rationale
0.1	March 2024	HR	DRAFT
0.2	January 2025	HR	Final version

Acceptance of Terms & Conditions of Employment with Regent College London FZ LLC

I acknowledge that I have read and understood the contents of this Employee Handbook. I further understand that the contents of this Employee Handbook are binding on me as part of the Terms and Conditions of my employment with Regent College London

Employee Signature _____

Date _____

For and on behalf of Regent College London FZ LLC

Name / Job Title _____

Date Employee Handbook Issued _____

