



THE
GENUINE GEMSTONE
COMPANY

ADDENDUM TO THE EMPLOYEE HANDBOOK, JUNE 2015.

This addendum references The Genuine Gemstone Company Limited Employee Handbook version 2.0. which was published in November 2013.

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DEDUCTIONS

The Company reserves the right at any time to deduct from your pay any overpayment made and/or monies owed to the Company by you, including but not limited to any excess holiday, outstanding loans, advances, relocation expenses, fines and the cost of repairing any damage or loss to the Company's or a third party's property caused by you. You consent to the Company deducting these sums from your wages. Such sums shall also be recoverable as a debt by the Company, together with all costs (including legal costs) incurred by the Company in recovering the sums owed.

EYE TEST POLICY

Protecting employees' eyesight against prolonged computer screen use is a legal requirement, by law employees using prolonged computer screen use should be provided with a free eye examination, which will be funded by the Genuine Gemstone Company Ltd if requested.

The company has chosen to nominate Specsavers to carry out the eye tests. If any specific ailments are discovered the employee will be referred to an NHS practitioner for further help.

If you need to request an eye test then you should contact your line manager, who will forward your request to the Payroll Manager. An e-voucher will then be sent to your nominated email address. This voucher provides the following (as of May 2015, however this can be subject to change):

'A full eye examination at any Specsavers Opticians in the UK up to the value of £25. On completion of the eye examination, should it be identified that a prescription is needed solely for VDU use, the voucher entitles you to select a pair of glasses from the £45 range free of charge. Alternatively, the £45 contribution can be used as an upgrade to other frame ranges. Also included in the voucher is a £20 discount when selecting a frame from the £99 range or above. This discount can be used in conjunction with the VDU glasses contribution, thus giving a total combined contribution of £65.'

Please note that there is no requirement for the company to pay for contact lenses for VDU work.



**THIS IS THE HEALTH AND SAFETY POLICY STATEMENT OF
THE GENUINE GEMSTONE COMPANY
OCTOBER 2014**

It is the policy of The Genuine Gemstone Company (“the Company”) to foster a positive health and safety culture throughout the Company because we believe that high standards of health and safety are a moral and commercial pre-requisite.

The Company is committed to:

- providing adequate control of the health and safety risks arising from our work activities by means of suitable and sufficient Risk Assessments
 - maintaining safe and healthy working conditions, and adequate welfare facilities
 - providing and maintaining safe plant and equipment, including all Personal Protective Equipment where needed
 - ensuring safe handling and use of substances that may be harmful
 - ensuring all employees are competent to do their tasks, and to giving them adequate training, instruction and supervision
 - working to prevent accidents and cases of work related ill health
 - consulting with our employees on matters affecting their health and safety
 - reviewing and revising this policy annually
- The Company’s stated aims and objectives for the year 2014/2015 are:
- Ensure all staff are trained as appropriate
 - To continue to carry out workplace safety surveys
 - To update all Risk Assessments

Implementation, maintenance and review

The Operations Director accepts overall responsibility for all Health and Safety within the Company and is responsible for all policy implementation.

The Operations Director will appoint competent persons to assist them with the implementation of health and safety policies and arrangements.

Review date: October 2015



Addendum to Policy: MATERNITY, PATERNITY, ADOPTION & PARENTAL LEAVE

Paternity leave: Fathers have a new right to time off to accompany their partners to antenatal appointments and can attend up to two appointments. This will be unpaid. If requested, a certificate confirming pregnancy, along with some proof that an appointment has been made should be produced.

Shared Parental leave: Shared Parental Leave is a new right that will enable eligible mothers, fathers, partners and adopters to choose how to share time off work after their child is born or placed. This could mean that the mother or adopter shares some of the leave with her partner, perhaps returning to work for part of the time and then resuming leave at a later date. If you require more information about Shared Parental leave please contact a member of the HR team.



PCI - Roles and Responsibilities

Document History

Date	Changes	Changed by
2014-11-24	Original Version	Andrew Smith

1. Overview

In accordance with Payment Card Industry Data Security Standards (PCI DSS) requirements, clearly defined roles and responsibilities need to exist for all roles that are part of the card holder environment. The purpose of this document is to define the relevant roles and responsibilities for staff within TGGC who are part of the cardholder environment that deals with the processing, storage and transmission of customer's card holder data.

2. Responsibility for Maintenance

The TGGC IT Director is responsible for ensuring that this document is kept current for the purposes of compliance with the Payment Card Industry Data Security Standards (PCI DSS) initiatives. The document must be reviewed and updated at least annually with the updated version rolled out to all concerned personnel.

3. Roles and Responsibilities

The following roles have been identified to be part of the TGGC's Card Holder Environment (CDE)

Contact Centre

- Complete the information security/ PCI awareness training
- Avoid capturing of full card number (PAN) on any mediums during calls
- All emails with card numbers (if any) to be reported to the Contact Center manager
- Any medium which contains the full PAN to be securely deleted
- Validate the identity of the customer before processing the card payment
- Report any suspicious activities to the IT Helpdesk

Finance Team

- Validate that all chargeback letters have the full PAN masked
- Secure all old/ archived copies of chargeback letters with full PAN
- Validate the secure disposal of old paper copies with full PAN
- Ensure that digital copies of documents containing full PAN is not transmitted over email
- Ensure that the login credentials providing access to Acquirer's systems are managed effectively

Third Party Account Management

- Validate the PCI compliance of all third parties who are part of TGGC's CDE
- Ensure that there is a written and current contract with all third parties
- Maintain a list of all third parties who are part of the CDE with their PCI compliance status
- Conduct third party reviews to ensure that the service is as stated in the contract

IT Support

- Ensure that all reported PCI related incidents are captured and logged appropriately
- Generate periodic reports around the incidents which are passed over to the IT director
- Complete the information security/ PCI awareness training as required
- Treat all PCI related incidents based on the issued guidelines
- Ensure that payment card details are never captured either on paper or electronic media

IT Director

- Reviews the PCI compliance/ incidents report periodically
- Maintains the applicable policies/ documentation with regards to PCI
- Provides management guidance and support to PCI related activities
- Act as the sponsor for PCI related activities at a senior management level

TGGC Staff

- Ensure that they are aware of relevant PCI controls if they do handle customer's payment cards as part of their job role
- Complete the mandatory PCI awareness training as required by TGGC

4. Conclusion

This document provides the responsibilities of various roles that are involved with TGGC's card holder environment with the key objective of safeguarding and ensuring the secure handling of customer's payment card data. New roles may be added based on changes within the business to make the card handling efficient and compliant with the requirements of the PCI DSS standard.



Addendum to Policy: **SICKNESS ABSENCE - Sickness absence monitoring – Bradford Factor**

Full consideration will be given to any underlying medical problems and/or disability; should the Company be aware and accept that an employee has a disability covered under the Equality Act 2010, then the following triggers will be applicable:

Total score:	Potential outcome:
40 – 59	Welfare meeting
60 – 149	Verbal warning
150 – 479	First written warning
480 – 779	Final written warning
780 and over	Dismissal Level



TGGC SMOKE FREE POLICY

Purpose

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses.

Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

Policy

It is the policy of The Genuine Gemstone Company that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment.

Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace.

This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

Smoking is permitted in designated areas within the car parks of the various sites only.

The use of electronic cigarettes is prohibited within any building.

Adherence to policy

The overall adherence to the policy and policy review rests with the company Operations Director however; all staff are obliged to adhere to the policy. Each Head of Department shall ensure all existing employees, consultants and contractors adhere to the policy. They will also give all new personnel a copy of the policy on recruitment/induction.

Appropriate 'no-smoking' signs are clearly displayed at the entrances to each site and in all smoke free vehicles.

Non-compliance

Smoking outside of these designated areas is prohibited and any breach may lead to disciplinary action for employees or requirement to leave the site if related to visitors or contractors.

Help to stop smoking

The NHS offers a range of free services to help smokers give up. Visit www.nhs.uk/smokefree or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.



TGGC CLOCKING IN PROCEDURE

Purpose

This procedure has been put in place to ensure the company has full visibility of all employees on site in the event of an emergency. For example: in the event of a fire evacuation, the company will generate a report from the system which will show who is currently in the building at that time; this will be used during a roll-call at the designated fire assembly point. In addition, the system is also in place to monitor timekeeping and attendance of all employees.

Procedure

When arriving on site please ensure that you clock in by entering your badge number, or using the appropriate scanner, then pressing the “Start Work” option.

If you leave the building for a meeting or break and are intending to return please clock out using the “Leave Site” option. When you return to the site please clock back in using the “Back on Site” option.

If you are leaving at the end of your shift and are not intending to return until your next shift please clock out using the “End Work” option.

Please ensure that when clocking in or out that your face is visible on screen.

Non-compliance and assistance

Please note that failure to clock in or out correctly with your picture in full view may be subject to disciplinary action; the system is in place for your own safety and wellbeing during an emergency evacuation and must be adhered to at all times.

Clocking in or out on behalf of another employee will be deemed as gross misconduct.

If you require any assistance with clocking in or out please contact Mark Jackson, Operations Director.

Late coming

This policy is applicable to any Department where a specific Late policy is in place. Occasions of lateness caused by a major traffic incident or adverse weather *may* not be counted for as an occasion of lateness, however a line manager/HR has a right to request evidence of the incident if required.