

Throughout this document “the Company” refers to Yamazaki Mazak UK Ltd and/or Jonathan Lee Workforce Solutions Limited where appropriate.

Attendance Management and Timekeeping Policy & Procedure

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1. Aims and objectives

This policy is designed to help us meet our attendance objectives, which are:

- For colleagues to have high attendance standards;
- To deal positively and sympathetically with colleagues who have medical conditions or injuries which affect their ability to work normally;
- To avoid operational difficulties and maintain effective staffing levels; and
- To deal fairly and reasonably with colleagues who have either frequent periods or extended periods of absence.

2. Status of this policy and who it applies to

It applies to all colleagues in the Company except for the attendance review procedure, which does not apply to colleagues in their probationary period. In addition, and as set out in this document, we may at our discretion choose to manage your attendance outside of the attendance review procedure, or adapt certain elements of the procedure, where you have an ongoing medical condition.

The policy is not contractual. We reserve the right to alter any of its terms at any time. Updated policies will be displayed on notice boards, and on Sharepoint.

3. When you must take sick leave

If you cannot work due to illness or injury, you must take sick leave. Note that being unable to work due to illness or injury includes you being sufficiently unwell that you would be unable to work effectively on any given day.

If you attend work (whether at our premises or remotely) on any given day and it is apparent to us – or it becomes apparent to us during the working day – that you are not well enough to work, we reserve the right to require you to take sick leave until you are sufficiently well to work, and to follow the provisions of this policy.

4. Rules for notifying us of your absence and keeping in contact

If you cannot work due to illness or injury, you must follow the reporting procedure set out below to notify us of your absence.

On the first day of any absence, you must telephone your line manager within half an hour of your normal start time. For those on a late or night shift, please make contact earlier, if possible, to enable plans to be put in place to mitigate the impact of your absence. You should explain the reason for your sickness absence and how long you think your absence may last. You should also confirm a telephone number on which you can be contacted.

If you do not wish to inform or discuss the reason for your absence with your line manager at any stage, you can provide this information to the HR Department instead.

You should make the call notifying us of your absence yourself, where possible, rather than asking someone else to do so on your behalf. It is not acceptable to leave messages with colleagues or Reception. You must not send text messages or emails instead of calling.

If you finish work early because you are unwell, you must inform your line manager. If you finish less than halfway through your working hours for that day, you will be treated as taking a day of sickness absence for the purposes of attendance management. If you finish having worked at least half of your working hours for that day, you will be treated as taking half a day of sickness absence for the purposes of attendance management. You will be paid your normal pay for the hours that you have worked that day.

It is our policy to keep in touch with colleagues during all absences, whatever their length. Unless your line manager tells you otherwise, you should telephone your line manager within half an hour of your usual start time on each and every day of your absence for the first seven calendar days.

If it becomes clear your absence is likely to become longer-term, your line manager / the HR Department will agree with you how frequently you need to contact the Company to keep us informed of your progress. Your line manager/ the HR Department may also arrange to meet you periodically, to discuss your on-going absence.

5. Self-certificates, fit notes and Return To Work forms

You must provide your line manager / the HR Department with a self-certification form covering any absence of fewer than seven calendar days. You should submit this form as soon as possible, and by the very latest on the day that you return to work. Self-certification forms are available on Sharepoint. These forms are also used as Return To Work Forms, whereby a manager will review a colleague's absence upon their return to work.

Once completed, these forms are passed to the HR Department for logging. The manager should also update Protime (Time and Attendance System) to confirm that a Return To Work Form has been completed and passed to the HR Department. These forms must be completed on the day that the colleague returns to work.

You must provide a medical certificate from a doctor or other relevant medical adviser (known as a 'fit note') to cover any absence from the eighth calendar day onwards. You should send a copy of your fit note to your line manager / the HR Department.

If you do not wish to inform your line manager of your reason for sickness absence, you can provide your self-certificate and/or fit note to the HR Department instead.

If you cannot return to work when a fit note expires, you must obtain another one to cover any further absence.

We reserve the right to require you to provide a fit note at your own cost, to cover an absence lasting fewer than eight calendar days. You will be told in writing if this requirement applies to you.

A fit note is always required if you ask to reclassify a period of holiday as sick leave.

We welcome suggestions from either you or your GP/specialist/medical adviser which might assist you in returning to and/or staying in work. In particular, if your GP/specialist/medical adviser has ticked the box on your fit note indicating that you 'may be fit for work' if certain temporary adjustments are made, you should telephone your line manager / the HR Department immediately, so that we can discuss these suggestions with you.

You should not attend work under these circumstances until you have received confirmation from your line manager / the HR Department that the temporary adjustments can be accommodated. You may need to be referred to our occupational health provider (OHP) so we can understand further the impact of your health on your ability to work, the need for temporary adjustments recommended by your GP/specialist/medical adviser and whether any alternative and/or additional adjustments might enable you to return to work. If adjustments cannot be made, you must remain off work under the fit note until the fit note expires or, if the fit note says that you will need to be reassessed by your GP/specialist/medical adviser, until they assess you as fit to return without adjustments.

If you feel well enough to return to work before your fit note expires, you may do so, provided that your GP/specialist/medical advisor does not object to this. Your manager will need to review the situation at your Return To Work meeting.

You do not need a fit note to confirm that you are fit to return to work. So, when your fit note expires, you can return to work without visiting your GP/specialist/medical adviser again, unless they have told you that they wish to see you again first.

Appropriate certificates, be it a self-certificate or a fit note, are required to cover the total length of your sickness absence. Any day where you have not complied with any of your obligations under this policy in respect of providing such certificates will be treated as a day of unauthorised absence for the purpose of the Company's disciplinary policy. In some cases, it may also affect your receipt of Company sick pay and statutory sick pay (SSP).

6. Sick pay

You may be entitled to SSP if you are absent due to sickness and if you satisfy the relevant statutory requirements. Qualifying days for the purpose of SSP are your normal working days, unless stated otherwise in your contract of employment. The rate of SSP is set by the Government each year. SSP is payable for up to 28 weeks. If you are not eligible to receive SSP, or if your SSP entitlement is coming to an end, you will be supplied with a form (SSP1) informing you of this. All colleagues are entitled to SSP from day 1, provided they have not already used it.

Details of your entitlement to receive Company sick pay will be found in the Colleague Handbook.

Your entitlement to Company sick pay is conditional upon your compliance with the obligations set out in this Attendance Management and Timekeeping Policy & Procedure. Your right to Company sick pay (and in some cases your right to SSP) will therefore be lost:

- if you fail to follow the rules of this policy on notifying us about your absence and keeping in touch with us during your absence;
- for any day not covered by an applicable self-certificate or fit note;
- where such certificates/notes are not provided on time;
- if you do not let us know immediately that your GP/specialist/medical adviser has ticked 'may be fit for work' on your fit note;
- if you fail to co-operate with us in implementing any suggestions for adjustments to help you return to work and/or maintain high attendance;
- if you fail to co-operate in providing further medical information or attending for a (further) medical or occupational health assessment, if requested;
- if you do not provide us with a fit note to cover each day of your sickness where you are reclassifying a period of holiday as sickness absence.

Company sick pay is payable only at the absolute discretion of the Company. The extent to which you have complied with the rules set out in this Attendance Management and

Timekeeping Policy & Procedure may be taken into account when we consider exercising our discretion, along with any other factor we consider relevant.

Any Company sick pay you receive will be inclusive of any SSP due for the same period.

If you have been on long term sick leave continuously for more than six months, you will not qualify for Company sick pay again until you have returned to work for a total of two years. This ruling is at the Company's discretion. This does not affect any entitlement you may have to receive further SSP.

Any sick pay that has been overpaid may be deducted from any future payments owing to you by the Company.

7. Sickness and holidays

This section should be read together with the provisions of your contract of employment on the taking of holidays.

For the purposes of this policy, any holiday that has (for any reason) been carried forward from a previous holiday year is taken first in the holiday year. Any additional contractual holiday is taken last during the holiday year.

7.1 Sickness during holiday

If you fall ill or become injured during a period booked off as holiday such that you would be unable to work, you may ask us (in writing) to reclassify the balance of the affected holiday as sick leave and postpone the relevant holiday days until a later date. It is only in exceptional circumstances that you will be able to make a request to reclassify and postpone such holiday retrospectively, so you must notify us of your sickness/injury on the first day of your sickness absence, where possible following the sickness absence reporting requirements.

You can only reclassify such holiday as sickness absence if you follow the usual procedures for notifying us of your sickness and for the provision of a Fit note. Where you reclassify a period of holiday as sickness absence, you will only be eligible for Company sick pay if you provide a Fit note to cover each day of sickness absence. These requirements apply even if you are abroad, so for example, you should email us a scanned or photographed copy of applicable certificates obtained from a local doctor.

If you are ill or injured and unable to work before a period of pre-arranged holiday and it is clear that you will remain unfit for work for the whole period of, or a portion of, that holiday, you may ask us (in writing) to reschedule your affected holiday. You should continue to adhere to any rules regarding notification of sickness absence and provision of self-certificates and Fit notes. You should provide an applicable Fit note to cover each day of sickness absence. You will not be able to self-certify such absence, even if it is for fewer than eight days.

Where you postpone holiday because you fall ill or become injured during holiday or are off sick before pre-arranged holiday and expect to remain unfit for work during some or the whole of that holiday, days converted from a period of holiday to sickness absence will count in the normal way for the purposes of the attendance review procedure and/or the management of longer-term absence and ongoing medical conditions.

If sick leave occurs at the time of a Company shutdown, the annual leave is 'fixed' and cannot be reclaimed. Bank Holidays are also not affected and cannot be reclaimed.

7.2 Requesting paid holiday during sickness absence

Holiday leave cannot be used to cover short term sickness on a regular basis as this is a misuse of the holiday leave/pay arrangement. It is important that colleagues use holiday leave for rest and relaxation. Using such leave to cover sickness also masks the real reasons for absence.

If you are absent on long-term sick leave, you can take some or all of your holiday entitlement during your sickness absence. If you wish to do so, you must complete a holiday request in the normal way. We reserve the right to refuse such a request as per the Company's normal discretion in relation to holiday requests.

When you take a period of paid holiday at a time when you are absent on sick leave, SSP is still payable if all the usual qualifying criteria apply. This means your holiday pay will be inclusive of any SSP pay due to you. If you take holiday at a time when Company sick pay would otherwise be payable, you will receive holiday pay instead of Company sick pay; you will not be entitled to Company sick pay in addition to holiday pay.

7.3 Company notification of paid holiday during sickness absence

If you have exhausted your entitlement to Company sick pay and/or SSP, and it is clear to us that you are unlikely to return to work before the end of the Company's holiday year, the Company may wish to pay you any outstanding holiday entitlement.

If we choose to do this, we will give you advance written notice of at least twice the number of days of holiday we are nominating. If you do not wish to take the period of holiday at the nominated time, you should let us know within 7 days of receiving our letter of notification.

7.4 Carry over of holiday untaken due to sickness absence

If your period of sickness absence extends into the next holiday year and/or if there is not enough time left in the current holiday year to make it practicable to take your remaining holiday entitlement, you can carry any unused holiday entitlement which you have been unable to take due to your sick leave over to the following holiday year.

Any such holiday not taken within 4 months of the end of the holiday year in which it accrues whether or not you have returned to work will be lost. If you carry forward

holiday, the carried forward holiday will be taken first in the holiday year before any other holiday.

8. Medical reports/assessment

We may ask you to attend a Company appointed doctor, OHP or another medical adviser for assessment, or we may ask for a medical report from your own GP or specialist.

The reasons why we may make such requests include (but are not limited to):

- To explore whether there is an ongoing medical condition causing your sickness absence;
- To enable us to get a clearer picture of the way your health is affecting your ability to work and how long this is likely to last;
- To explore whether there is anything the Company can do to help you return to work/maintain high attendance/work effectively/support the management of your ongoing medical condition when at work;
- To understand whether you are fit to attend meetings such as disciplinary, grievance, performance review, or attendance management meetings, and whether there are any adjustments we could make to enable you to do so; and
- To make decisions about your future employment.

We may also seek advice from our OHP or another medical adviser on an ongoing basis on questions that are directly relevant to your employment.

If you fail to co-operate when we request a medical report or information, your case will be considered on the basis of the information we have available at the applicable time. This could include a decision as to whether or not your employment should be terminated. A failure to co-operate with such a request may also result in the loss of your entitlement to Company sick pay.

If you fail to attend an agreed and prearranged assessment meeting, we may deduct the cost of this appointment from your pay.

9. Injury at work

All accidents and any injury, however slight, which occur while you are working, whether on Company premises, from a remote workplace such as your home, or elsewhere on Company business, must be reported as soon as possible to your line manager. You must provide full details as to how the injury happened, together with its nature and extent. This information must also be recorded on an accident form, which can be obtained from QHSE Department.

10. Return-to-work interviews

On the day that you return to work, your line manager will meet with you to discuss the reason for your absence, your current fitness to work and what has happened at work in your absence. Return to work interviews for home and hybrid workers may take place remotely via telephone/online meeting. If there are any ongoing medical conditions that have caused you to take time off sick, which you have not already informed the Company about, this is a good opportunity to discuss them. If you have not already sent us your self-certification form or any relevant fit note, you should hand these in at this meeting.

We recognise that there may be circumstances where you would prefer not to discuss the reason for your sickness absence with your line manager. If this is the case, you can have the return-to-work interview with a member of the HR Department.

11. Disciplinary policy

If the Company has reason to believe that you have taken or are taking sick leave when you are not genuinely unwell, we may invoke our disciplinary policy. We may also treat other actions and failures under this policy as misconduct for the purposes of the disciplinary policy, such as a failure to maintain regular contact and/or notify us of your absence and/or supply fit notes/self-certificates as stipulated.

12. Attendance review procedure

See “Management of colleagues with ongoing medical conditions” for the application of the attendance review procedure where an employee has an ongoing medical condition.

Our procedure has the following stages:

- First formal written warning;
- Final formal written warning; and
- Dismissal.

Before taking any formal action under this procedure, we will carry out the following steps:

- We will hold an attendance review meeting.
- Before the review meeting, we will send you a letter setting out your attendance record and informing you of the possible outcomes of the meeting (which will depend on the stage of the procedure that is being applied).
- You will have the right to be accompanied at the meeting by a co-worker or accredited trade union official. If you are under 18 years of age, you are entitled to be accompanied by a parent, guardian or carer.
- We will give you (and, if applicable, any permitted person that you may choose as a companion) reasonable time to consider any information we give you before the review meeting.

- At the meeting, we will discuss your attendance record and the impact it is having on the business. You will be given the opportunity to explain the reason(s) for your absence/pattern of absence.

We retain the discretion to choose whether to hold attendance review meetings in person or remotely, as appropriate, depending on the circumstances.

If an attendance review meeting is to be held remotely:

- we will ensure that all participants (including, if applicable, any permitted person that you choose as a companion) can access the necessary technology and materials;
- we ask you to inform us if you have a disability or other accessibility issue that could affect your ability to use video conferencing technology so that we can consider any reasonable adjustments; and
- you must not have anyone else in the room with you during the meeting (other than your permitted chosen companion, if applicable, if they are attending from the same physical location as you).

Trigger levels for formal action

We have set 'trigger levels' to help us identify unsustainable amounts and patterns of absence. It is important that you understand that a trigger level is not an entitlement to sickness absence and we may discuss with you at any time if your attendance becomes a concern. We reserve the right to change the trigger levels at any time.

First written caution

The first 'trigger level' is:

- Ten working days or more over 2 periods in any 12 months or
- Three periods of absence in any twelve months or
- A pattern of absence otherwise considered unacceptable by the Company, e.g. a pattern of absences on Mondays and/or Fridays.

If your attendance record reaches the first trigger level, your line manager will ask you to a review meeting to discuss your attendance record and the reasons for it. If appropriate in the circumstances, you will be given a formal warning. If your attendance record can be improved and maintained at an acceptable level, the warning will lapse after nine months from the date it is issued.

We appreciate that this policy has been updated in May 2026 and there will be a period of transition towards the new triggers as some colleagues may have already reached the triggers prior to this updated policy being used.

Final written warning

If, during the period of your first written warning, your attendance does not improve and, in particular, if you:

- are absent again for five or more working days or on two or more occasions in the following nine-month period; or
- have a pattern of absence otherwise considered unacceptable by the Company,

your line manager will hold another review meeting with you to discuss your attendance record and the reason(s) for it. If appropriate in the circumstances, you will be given a final written warning. You will be informed that, unless your attendance record can be improved and maintained at an acceptable level, dismissal may follow. If there is a substantial and lasting improvement, the final written warning will lapse after 12 months from the date it is issued.

Dismissal

If, during the period of your final written warning:

- you are absent again for five or more working days or on two or more occasions; or
 - your pattern of absence is otherwise considered unacceptable by the Company,
- we will write to you asking you to attend a further review meeting. You should be aware that, if you reach this stage, you may be dismissed (with notice).

Right of Appeal

You have the right of appeal against a formal warning or dismissal. To appeal, you should submit your grounds of appeal in writing to the HR Department within five working days of receiving the Company's written decision under this attendance review procedure.

13. Management of colleagues with ongoing medical conditions

If we are aware that you have an ongoing medical condition that is causing you to have frequent short-term absences or that results in a long-term period of absence (i.e. a period of four or more weeks), we will consider how best to take this condition into account when dealing with your absence. Therefore, we encourage you to tell us as soon as you are aware of any ongoing medical condition which may be impacting on your attendance (either by directly causing sickness absence or making you more susceptible to illness).

Depending on the circumstances of any frequent short-term absences, where there is an ongoing medical condition, we may at our discretion choose to manage your attendance outside of the attendance review procedure described above or adapt certain elements of the procedure. For example, if using the attendance review procedure, we may alter trigger levels in your case, discount some of the absence and/or choose not to give you a warning in circumstances where you would have otherwise received one.

If your condition causes longer term absence, we will generally manage your absence outside of the attendance review procedure.

For both long-term and frequent short-term absence, whether we manage your attendance within or outside the attendance review procedure, we will usually obtain medical advice, consult with you and consider how your condition is preventing you from working normally or returning to work and consider possible adjustments that can be made to assist you in improving your attendance or returning to work, as well as seek advice on your prognosis for recovery.

We will keep in touch with you regularly throughout your absence, and we will expect you to co-operate fully in our attendance management measures, including enabling us to receive medical reports and co-operating with any arrangements or measures to enable you to return to work, such as adjustments to working arrangements.

We retain the discretion to choose whether to hold meetings with you to discuss your absence either in person or remotely, as appropriate, depending on the circumstances.

There are limits to the level of absence which the business and your colleagues can sustain and there may come a point when we will issue you with a formal warning to inform you that if you are unable to return to work within a certain timeframe or improve your attendance to a sustainable level, we will have to consider ending your employment.

For example, this may occur when, taking into account the circumstances, we believe that:

- we cannot reasonably hold your job open any longer; or
- we cannot reasonably sustain your level of absence; or
- there is no reasonable prospect of you resuming your duties.

The Company would not generally hold your job open beyond 6 months of long-term sickness absence except in unusual circumstances.

Depending on the medical condition and the age of the colleague, the Company may investigate the option of ill health early retirement.

The Company may terminate your employment before your sick pay entitlement has been exhausted and/or while you remain eligible for or in receipt of permanent health insurance.

Where it is possible, we will meet with you formally before a decision to issue a formal warning or to dismiss you is made. Before the meeting, we will send you a letter setting out the circumstances and informing you of the possible outcome of the meeting. The letter will also tell you that you have the right to be accompanied at the meeting by a colleague or accredited trade union official although we may, at our discretion, permit you to be accompanied by a friend or family member instead, in view of your condition. We will give you, together with any permitted person that you may choose as a companion, reasonable time to prepare for the meeting. If you are given a formal warning

or dismissed, you have the right to appeal by putting your grounds for appeal in writing to the HR Department within 5 working days of receiving the Company's written decision.

If the appeal meeting takes place after the dismissal takes effect, and your appeal is upheld, you will normally be treated as having continued employment pending a hearing and will be reinstated with back pay. However, if your appeal is not successful, the original date of your dismissal will stand.

14. Long term absence

Special consideration has to be given to long-term sickness absence or the inability to attend consistently because of chronic ill health, including cases of planned surgery or other medical intervention. The Company will ensure that:

- **Contact** is maintained with the colleague. The first of these discussions is normally with the Supervisor / Manager or the HR Department and will usually take place immediately so that the contact starts and continues on a regular basis. In addition to gathering information on the progress of recovery and a likely return to work, the discussion will focus on any potential assistance that the Company could usefully provide.
As an employer, with a duty of care, the Company reserves the right to keep in regular contact with a colleague on sick leave. It may be appropriate at the start of their sickness to agree the regularity of contact and the format e.g., a weekly / fortnightly telephone call, onsite meeting etc.
If an absence is going to be as a result of planned surgery/procedure, the colleague and manager and / or the HR Department should meet prior to the absence to discuss the regularity and format for contact whilst on leave. As part of this discussion, the possibility of working in a reduced capacity whilst in recovery should also be explored. For instance, if a colleague is recovering from knee surgery, they may be able to work from home during a period of recuperation. It is important to note that if a colleague is fit enough to work and the work allocated is unlikely to hinder recovery, the Company is contractually within its rights to require you to do so in some capacity.
- **Medical** advice is sought before any decision is taken regarding future employment. Colleagues absent for more than one month may be asked to see a doctor selected by the Company, to advise on the likely length of absence and whether there will be a full recovery and / or adjustments required to support an effective return to work.
If the absence is related to work related stress or some other condition that is work related, then a meeting needs to be held immediately. The only exception to this would be where the colleague is in hospital and not deemed well enough to attend such a meeting. In the case of the latter, the colleague's GP, a medical professional or the Company's Occupational Health Provider will be able to advise and support.
- **Alternative** employment is considered if medical advice suggests that permanent or long-term disability will prevent the colleague carrying out their normal contractual duties.

15. Phased returns to work

If you return to work on a phased basis with temporary adjustments to your hours and/or duties, you will be paid for the hours that you work, at your usual rate of pay if you are carrying out your full duties, or at an appropriate reduced rate if you are carrying out reduced duties during those hours.

If you are eligible for it and you have not yet exhausted your entitlement, you will be paid Company sick pay for the days or part days when you are not working. Note that you will not be entitled to SSP during a period of reduced hours or duties, but we may at our discretion pay you an amount equivalent to SSP for the hours you are not working.

16. Confidentiality, data protection and record keeping

We aim to deal with matters connected to attendance management and colleague health sensitively and with due respect for the privacy of the individuals involved. All colleagues must treat as confidential any information communicated to them in connection with an attendance management or health matter.

Managing attendance under this policy involves us requesting and processing relevant personal data of the colleagues concerned. We use this personal data in order to manage your attendance in accordance with this policy, to pay you Company and statutory sick pay, to ensure appropriate cover, to consider how your health affects your ability to do your job, to consider adjustments and to comply with health and safety requirements.

We will sometimes share information we already have about you relating to your sickness absence, health and/or medical condition and its impact on your fitness to work with an occupational health professional, doctor or other medical professional in order to seek a medical report about you in accordance with this policy, or to ask for advice on an ongoing basis where this is relevant to your employment, or they may receive such information during the course of their involvement in case management meetings. We may also, on occasion, share information about your health with our insurers and legal advisers and, in relevant cases, with public health authorities as needed to comply with health and safety requirements. In an emergency, we may also share necessary information about you with the person you have nominated as your emergency contact, for example if you were taken seriously ill at work. Similarly, in an emergency, or where you have an accident at work or otherwise require first aid, we may share necessary information with the available first aider.

We also share information with the providers of our life assurance. We are required to share with them the names of those on long term sickness and their health conditions.

Where you choose to bring a companion with you to a meeting under this policy, they will be present when we discuss information concerning your sickness absence, health and/or medical condition.

Our legal grounds for processing your personal data in these ways are that it is necessary:

- to comply with our legal obligations (e.g. to make reasonable adjustments, to ensure a safe working environment, to pay you statutory sick pay, etc.);
- for performance of the employment contract (e.g. to pay you Company sick pay and to enforce colleague's obligations in relation to this policy); and/or
- in our legitimate interest to deal effectively with attendance and employee health matters.

Information relating to your health is special category data, and we need an additional legal ground for using such data about you. The additional grounds that we may rely on are that this is necessary: to exercise legal rights/comply with legal obligations in relation to employment; to establish, exercise or defend legal claims; and/or, in exceptional circumstances, to protect your or someone else's interests where consent cannot be given.

More general information, including details of who your personal data is shared with, how long we keep it for, your rights under data protection law and who you should contact if you have any concerns is contained in our Privacy Notice, a copy obtained from the HR Department / Sharepoint.

17. Healthcare support available

Healthcare support can be obtained via the Company's contracted occupational provider (management referral). The Company also provides an Employee Assistance Programme (EAP scheme) via Health Assured.

18. Timekeeping

Like Absence Management, good timekeeping is imperative to the smooth day-to-day running of the Company. Colleagues must ensure that they are present onsite and ready to work before their clock in time. All colleagues should be present, in their uniform / dress attire at their workstation / desk ready to work at the start time of their shift.

If colleagues are regularly late for work, then their Team Leader / Supervisor / Manager needs to review this, look for trends and then meet with the colleague to discuss the situation. The trigger for poor timekeeping is:

3 lates in 12 months = 1 day of sickness*

*Please note trigger levels for formal action (Point 12)

If the colleague needs support, perhaps through the EAP scheme or Occupational Health Provider, then the Line Manager with support from the HR Department will action this. Continued poor timekeeping may lead to disciplinary action. In some circumstances, poor timekeeping (such as being late back from breaks) may be deemed to be a conduct issue and therefore dealt with through the disciplinary process.

RTW&ASCFO01	Return To Work and Absence Self Certification Form
BCSPSSPEH01	Payment of Sick Pay (taken from Employee Handbook)

Policy:	Attendance Management and Timekeeping Policy and Procedure
Written By:	Sara Atter, Senior HR Advisor
Approved By:	Yamazaki Mazak UK Limited
Review Date:	14 th May 2026