

Danpol Ltd. Employee Handbook 2025

Effective date: 1 December 2025

Applies to: All employees, apprentices, agency workers engaged for 12+ weeks, and subcontracted supervisors working under Danpol-controlled procedures.

1. Welcome & culture

Danpol Ltd. exists to mobilise technically excellent, safe, and community-positive construction projects. We expect every colleague to champion integrity, inclusion, and the "get it right first time" mindset on site, in depots, and inside client offices. The Managing Director sponsors quarterly town halls, listening groups, and a digital suggestion board so everyone can surface improvements.

2. Employment fundamentals

- **Contracts & onboarding:** Written statements issued before day one, including role profiles, pay, hours, and probation expectations. Identification, right-to-work, and security vetting are completed via the governance portal.
- **Probation:** Typically six months; review checkpoints at weeks 6, 12, and 24. Formal confirmation issued via email with updated benefits eligibility dates.
- **Working time:** Standard 40-hour week with rota flexibility for projects. Overtime, night work, and travel-to-site provisions follow Working Time Regulations and client agreements.

3. Pay & benefits

- **Real Living Wage baseline** for every employee and frontline subcontractor, reviewed bi-annually against Construction Leadership Council data.
- **Smart Pension auto-enrolment** with matched employer contributions (minimum 5% employee / 3% employer) and the option to increase to 10% employer match for supervisors and senior leads. Pension statements and scheme administration run through Smart Pension's online portal.
- **Private healthcare & dental** via AXA, including optional upgrades that extend cover to partners and dependants, plus virtual GP access.
- **Gym and wellbeing allowance** (£35 per month) redeemable against fitness memberships, digital fitness apps, or local sports clubs.
- **Employee Assistance Programme (EAP)** providing 24/7 counselling, legal/financial guidance, and childcare referrals, accessible to household members.
- **Green car salary-sacrifice scheme** offering ULEV options, maintenance, and insurance, aligned with HMRC Benefit-in-Kind guidance.
- **Welfare vans & travel:** air-conditioned, Wi-Fi-enabled welfare vans with hydration stations on major projects; mileage reimbursement and rail/air travel booking handled through the mobilisation desk.

- **Recognition & bonuses:** Quarterly "Danpol Distinction" awards and project success bonuses linked to H&S, programme, and net promoter KPIs.

4. Time off & flexibility

- **Annual leave:** 25 days plus UK public holidays, increasing to 28 days after five years' service.
- **Flexible working:** Requests considered from day one; hybrid schedules agreed between managers and individuals.
- **Family leave:** Enhanced maternity, paternity, adoption, neonatal, and bereavement leave policies exceed statutory minimums; shared parental leave coaching available.
- **Special leave:** Up to five paid volunteer days supporting community or STEM projects; emergency dependants leave granted on a discretionary basis.

5. Conduct & performance

- **Code of conduct:** Draws on Anti-Bribery, Anti-Bullying, Equality, and Supply Chain Code of Conduct policies; breaches trigger investigation under the Disciplinary Procedure.
- **Performance reviews:** Twice-yearly check-ins using balanced scorecards (safety, delivery, collaboration, innovation). Personal development plans and mandatory training are tracked in the learning management system.
- **Grievances:** Formal process managed by HR and Mobilisation Governance, with escalation to the Managing Director for unresolved issues. Whistleblowing protections apply at every stage.

6. Health, safety & wellbeing

- All personnel must complete site-specific inductions, maintain valid competence cards, and report hazards immediately.
- Mental Health First Aiders, fatigue management controls, and substance misuse support are signposted prominently at compounds and within the handbook app.
- Welfare standards cover potable water, gender-inclusive facilities, prayer/quiet rooms, and accessible welfare vans on remote schemes.

7. Digital security & assets

- Devices are enrolled in Danpol's MDM platform with MFA, encrypted storage, and remote wipe capability.
- Data handling follows ISO 27001/27701 controls; project files reside in approved SharePoint workspaces only.
- Social media and AI tooling usage must comply with client confidentiality clauses and NDAs.

8. Leaving Danpol

Exit interviews capture lessons learned; equipment, passes, and digital access are recovered on the final day. References note role scope, tenure, and safety performance. Rehire eligibility depends on satisfactory conduct history.

Further details, forms, and contacts are maintained within the Employee Hub on SharePoint and mirrored in the policy vault so evidence packs for audits remain up to date.

Signed on behalf of Danpol Ltd.:

A handwritten signature in black ink, appearing to be 'D. Nowakowski', with a long, sweeping horizontal stroke extending to the right.

Daniel Nowakowski

Managing Director

1 December 2025

Digitally signed with authorisation stored in the Danpol policy vault.