

Training

New employees at SCD are to have an induction training, where we can assure you have a safe workplace. We will show all new employees what they will be doing, how to work machinery and most important of all, safety regulations.

Employees may even train on-the-job, where it involves employees being trained as they do the job. This can allow them to gain experience.

Some employees have the chance to train off-the-job. This involves being trained away from the workplace. We will cover the costs of this to allow you to gain a wider range of skills and knowledge and can be taught to other employees.

If you have any problems please contact:

Shirley Lau- Personnel Manager

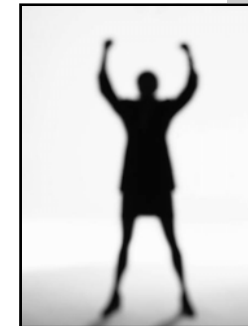
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Employment Laws

*A brochure to
protect you*



SCD INTERIORS

Written by Shirley Lau

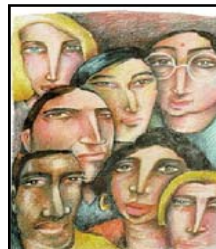
Equal Opportunities



An equal opportunity policy is an important statement to ensure all employers treat their employees fairly. This consists of respecting their disability, race, gender, healthy, social class, sexual preference, marital status, nationality, religion, employment status, age or membership or non membership of a trade union.

Sex Discrimination

Female and male employees do not have a disadvantage in their employment because of their sex. Our business will not employ employees by their sex. All male and female with the same job shall receive equal pay.



Race Relations

Employees should not have a disadvantage at work because of their ethnic origin. This is aimed at pay and recruitment. We employ people by their skills and qualifications not their ethnic origin.

Disabled People

It is illegal for an employer to treat an employee who is disabled less favourably than anyone else. Employers must make reasonable adjustments to buildings for the persons comfort. For example, our company will allow lifts and to lower the desks of disabled users for maximum comfort and use.



Health and Safety

The business must draw up a Health and Safety policy which is a statement requiring everyone, employers and employees, to create a place of work which is both safe and healthy. All employees are expected to work without risking their own health or safety or that of anyone else in the company. The employers must provide suitable training in health and safety at work, in all aspects that may affect the employee whilst doing their job.

Employees are obliged to report to the employer any potentially hazardous situation or action. They must follow the company guidelines on fire precautions and accident prevention.

The following, non exhaustive list gives some examples of areas of work and matters which come within the scope of health and safety law:

- ventilation
- temperature
- lighting
- cleanliness and waste materials
- floor space
- seating
- sanitation
- washing facilities
- smoking
- visual Display Units (VDUs)

You must be responsible for your own Health and Safety. Our company will only provide a safe workplace nothing more.

Equal Pay

This requires the employer to pay males and females the same rate of pay for work rated as of equal value in terms of effort, skills and decision making. In our business, a painter will be paid equally to a plasterer.



Contract of employment

Employers are obliged to provide every employee with a contract of employment within 13 weeks of appointment. This must be signed by the employer and the employee. Every contract must contain: Job title, rate and method of pay, hours of work, holiday entitlement, amount of notice that must be given by the employee if they want to leave, amount of notice the employer must give the employee if they want to dismiss them/make them redundant, any pension scheme arrangements, trade union rights, details of the company's disciplinary procedures and health and safety at work issue.