

POLICY NAME	Jury Service or Attendance at Court
PURPOSE	To inform employees of the procedure they must follow in the event of their summons to Jury Service, or to attend court as a witness in a work related incident.
APPLIES TO	All Staff
DATE IMPLEMENTED	January 2015

1 Introduction

- 1.1 Arctics Ltd (trading as Igloo and referred to as 'the Company') aims to assist employees who are called to attend court for Jury Service, or as a witness in a work related incident, and works to ensure that there is minimal loss of earnings due to their absence from work for this service.
- 1.2 The aim of this policy is to set out the procedures to follow in such circumstances to ensure salary payment whilst you are absent from work.

2 Scope

- 2.1 This policy applies to all permanent and temporary employees and contractor staff.

3 Procedure

- 3.1 If you are required to attend court for Jury Service, or as a witness in a work related accident, you must forward the appropriate form to your immediate Manager as soon as it is received.
- 3.2 The Company is not obligated to pay you your salary during any period of Jury Service. You are therefore required to claim the maximum court attendance allowances on the relevant claim form for the duration of your Jury Service.
- 3.3 You will receive an earnings form from the Court, which should be forwarded to your immediate Manager who will pass it on to the **Finance Department** for completion. This should then be returned to the Court so that payment calculations can be made.
- 3.4 Upon completion of required duties, the Court will pay you for travel, subsistence and loss of earnings usually via BACS and provide you with remittance advice. This must be forwarded to the **Finance Department** on the first day you return to work.
- 3.5 If practical, you will be expected to return to work when adjournments occur.
- 3.6 If you have any queries regarding attendance at Court, you should contact the Summoning Officer at the relevant Court.

4 Breach of the Policy

- 4.1 Disciplinary action, up to and including summary dismissal, may be taken if an employee is in breach of this policy.