



Jury Service and Witness Attendance Policy

Introduction

The Company acknowledges that any employee summoned for jury service is under a legal obligation to serve and the Company, as your employer, is legally obliged to allow time off for this.

You are expected to work with the Company to ensure that serving on a jury does not adversely affect the Company, its business or its staff.

This policy also covers other occasions when your attendance at court may be required.

Jury service

On receiving a summons to serve on a jury you must:

- report the fact to the Company as soon as the summons is received;

notify the Company of:

- the date you are required to attend;
- where known, the duration of the jury service; and
- the court you are required to report to.

provide a copy of:

- the Confirmation of Jury Service letter; and
- the Certificate of Loss of Earnings.
- make a formal request for leave to the Company.

Leave will be granted unless exemption or deferral from jury service has been secured.

The Company will cease to pay your salary during jury service. You are however able to claim an allowance for loss of earnings from the Courts and Tribunals Service. You will be given a Certificate of Loss of Earnings by the court which you must forward to the Company for completion.

If you are not required to appear on a particular day or part-day, you should report for work as normal.

If jury service is cancelled or completed earlier than expected:

- you should inform the Company and return to work immediately. Failure to do so will render you absent without permission and disciplinary action may be taken; and
- you must ensure that the leave request is cancelled.

Other court attendance

Witness to a crime:



- if you are called as a witness to a crime, you will be released from work to fulfil that duty. The time off will be unpaid; and
- claims for loss of earnings and/or travel and subsistence expenses should be made through the court system (see Jury service above).

Character witness:

- you will be given reasonable time off, at the Company's discretion, to allow you to act as a character witness during a court hearing;
- this time off will be unpaid; and
- your claim for loss of earnings and/or travel and subsistence expenses should be submitted via the relevant solicitor.

Court appearance on your own behalf:

- you are required to use annual leave and/or work flexibly to make time up; and
- authorised unpaid leave will be granted if you have insufficient annual leave entitlement or if time cannot be made up.

This policy is authorised by;

M A Rana
Director