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Book Editor: Staff Handbook

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☐ Book:Staff Handbook

- ☐ 1. Your induction
- ☐ 2. Starting with Our Company
- ☐ 3. Relocation Policy
- ☐ 4. Probation Periods
- ☒ 5. Your Attendance at Work
 - ☐ 5.1. Notification of Absence
 - ☐ 5.2. Sickness Payments
- ☐ 6. Hours of Work
- ☐ 7. Flexible Working
- ☐ 8. Criminal Records Checks
- ☐ 9. Conflict of Interest
- ☐ 10. Standards of Performance and Behaviour at Work
- ☐ 11. Data Protection and Access to Information
- ☐ 12. Changes in Personal Information for Employment Purposes
- ☐ 13. Trade Union Membership
- ☐ 14. Valuing Diversity and Dignity at Work
- ☐ 15. Pay, Benefits & Pensions
- ☐ 16. Leave Arrangements
- ☐ 17. Health and Safety
- ☐ 18. Training and Development
- ☐ 19. Leaving Our Company

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