



Employee Handbook

A Statement of the Terms and Conditions of Your Employment

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SECTION 1: INTRODUCTION

1.1 PURPOSE OF THE EMPLOYEE HANDBOOK

The purpose of the handbook is to provide you with some information on a range of subjects related to the Company and to your employment. It is not intended to be the sole resource on these issues, rather it sets out the key aspects of terms and conditions and employment policies and procedures. Clarification on any issue should be sought from a Company Director.

This handbook should be read in conjunction with your *Contract of Employment* as both documents constitute your employment contract.

Keeping the Main Thing the Main Thing

Note:



The presence of this icon in the employee handbook denotes a section where you are asked to think of a real life or hypothetical situation or scenario linked to the topic being discussed.

For the sake of convenience SME Ltd are referred to throughout as 'the Company' or 'SME' and its Director(s) are referred to as 'the Company Directors'.

This is a confidential document for SME Ltd employees only.