

NELSON PARK RIDING CENTRE LTD

Incorporating Nelson Park Equestrian Centre & Nelson Park Leisure

St Margaret's Road, Woodchurch, Birchington, Kent, CT7 0HJ

T. 01843 822251

www.nelsonpark.co.uk



WORK GUIDANCE

NELSON PARK RIDING CENTRE LTD

Incorporating Nelson Park Equestrian Centre & Nelson Park Leisure
St Margaret's Road, Woodchurch, Birchington, Kent, CT7 0HJ
T. 01843 822251
www.nelsonpark.co.uk



WORK GUIDANCE

- NO SMOKING POLICY
- DRUG POLICY
- EMPLOYEE DATA PROTECTION
- 1st Aid
- CPD (Continued Personal Development)
- ALCOHOL POLICY
- GENERAL BEHAVIOUR

NELSON PARK RIDING CENTRE LTD

Incorporating Nelson Park Equestrian Centre & Nelson Park Leisure
St Margaret's Road, Woodchurch, Birchington, Kent, CT7 0HJ
T. 01843 822251
www.nelsonpark.co.uk



WORK GUIDANCE

NO SMOKING POLICY

Introduction

Nelson Park Riding Centre, Nelson Park Leisure and Nelson Park Equestrian Centre are responsible employers and we take our obligations to our employees very seriously. This is why we have set out this policy to help us ensure the health, safety and welfare of our employees and to help us comply with our legal duties. Smoking does not only cause serious damage to the health of smokers, but research has also shown that second hand smoke causes cancers, heart and respiratory diseases in non smokers as well.

- Section 2(2)(e) of the Health and Safety at Work Act 1974 places a duty on employers to provide a safe and healthy working environment.
- Section 2(2) of the Health Act 2006 prohibits smoking in all public premises including workplaces and vehicles.

Aims of the Policy

This policy aims to:

- Provide a safe and healthy working environment for all staff, customers and visitors;
- Comply with all of the requirements imposed by law;
- Raise awareness of the dangers associated with tobacco smoke;
- Guarantee the right of non smokers to breathe air free of smoke; and
- Support staff who wish to give up smoking.

Restrictions on Smoking

- Smoking is not permitted in any of the Company's premises, entrances, or grounds at any time by any person irrespective of their status in, or business with, the Company.
- All visitors, customers, contractors and deliverers are required to abide by the no smoking policy. Staff must inform all of the above of the policy although it must be stressed that staff should not put themselves at any risk in furtherance of this policy.
- Smoking is not permitted in any company vehicles or in any vehicles being used or hired for Company business.
- No smoking signs must be displayed by the Company in all of its premises and vehicles.
- Smoking on Company premises or in Company vehicles constitutes an offence under the Health Act. In the unlikely event that a member of staff does not comply with the Company's No Smoking Policy disciplinary action will be taken in accordance with the Company's disciplinary policy.

Support for Smokers

- Reasonable requests from staff for time to attend smoking cessation groups will be treated sympathetically.
- Mr & Mrs Catterall are responsible for maintaining the policy and will provide staff who wish to give up smoking with details of where to seek help.
- All requests for help will be treated in the strictest confidence. Written information will be stored in accordance with the Data Protection Act 1998.
- Nothing in this policy should be taken as excusing an employee if their conduct falls within the scope of the Company disciplinary procedures.

NELSON PARK RIDING CENTRE LTD

Incorporating Nelson Park Equestrian Centre & Nelson Park Leisure
St Margaret's Road, Woodchurch, Birchington, Kent, CT7 0HJ
T. 01843 822251
www.nelsonpark.co.uk



WORK GUIDANCE

DRUGS POLICY

Introduction

Nelson Park Riding Centre, Nelson Park Leisure and Nelson Park Equestrian Centre are responsible employers and we take our obligations to our employees very seriously. This is why we have set out this policy to help us ensure the health, safety and welfare of our employees and to help us comply with our legal duties. The use of non prescribed drugs is not only dangerous but also illegal under criminal law.

- Section 2(2)(e) of the Health and Safety at Work Act 1974 places a duty on employers to provide a safe and healthy working environment.
- It is an offence to supply, produce, offer to supply or produce controlled drugs.
- The Misuse of Drugs Act 1971 makes it an offence for the occupier of premises to permit knowingly the production or supply of any controlled drugs or allow the smoking of cannabis or opium on those premises.
- It is also an offence to aid or abet any of these offences.

Any reference in this Policy to a non-prescription drug refers only to controlled or illegal substance and does not refer to medicines, supplements and similar substances that are legally and commercially available in the United Kingdom.

Aims of the Policy

This policy aims to:

- Comply with the Company's legal obligations to provide a safe and healthy working environment for all staff.
- Comply with all of the requirements imposed by law.
- Raise awareness of the dangers and penalties associated with the use of controlled drugs.
- Guarantee the right of all staff to work in an environment unaffected by controlled drugs.
- Provide support to staff whose lives are or who have been affected by the misuse of controlled drugs.

Health and Safety

Controlled substances often possess side effects that could not only adversely affect employees health but that of their colleagues at work as well as their performance. Employees should be aware that anyone under the influence of controlled drugs is a risk to everyone around them and should be alert to possible signs of drugs abuse. Such indicators commonly include:

- Sudden changes in behaviour;
- Confusion;
- Irritability;
- Fluctuations in mood and energy;
- Impairment of performance; and
- Increase in short term sickness absence.

Employees should report any concerns they may have about a colleague displaying any or all of these symptoms to Mr or Mrs Catterall but should not under any circumstances approach the person displaying the symptoms or discuss their concerns with any other colleagues.

NELSON PARK RIDING CENTRE LTD

Incorporating Nelson Park Equestrian Centre & Nelson Park Leisure
St Margaret's Road, Woodchurch, Birchington, Kent, CT7 0HJ
T. 01843 822251
www.nelsonpark.co.uk



DRUGS POLICY // CONTINUED

Prohibition

- No non – prescription drugs are allowed to be consumed in or brought onto company premises, land or vehicles at any time by any person irrespective of their status in, or business with, the Company.
- The prohibition of non – prescription drugs extends to all activities carried out by staff whilst they are at work. These activities include but are not restricted to driving on company business, when on call or standby duties or when on trips for company business, training or social events.

Disciplinary Action

A breach of these rules will be defined as gross misconduct and it is likely that the employee in question will face summary dismissal.

Principles

- If an employee is diagnosed as having a drug related problem the Company will treat it as a health matter. This does not however excuse the employee from any of the disciplinary matters that may fall within the scope of the Company disciplinary policy.
- All drug related issues will be dealt with in a constructive and sympathetic manner, and the person responsible for all such issues in the Company are Mr & Mrs Catterall, who will also provide any interested employees with the details of where to seek further information and help.
- All requests for help will be treated in the strictest confidence and all information gathered as a result will be held in accordance with the Data Protection Act 1998.
- The Company will provide support to any affected employees , Where an employee agrees to follow a suitable course of action or treatment any disciplinary action may be suspended.
- The Company reserves the right to give affected employees lighter duties at the same rate of pay, or require them to take paid leave if it is deemed appropriate.
- Following effective treatment and in the absence of any disciplinary action the Company will endeavour to return an affected employee to the same role previously fulfilled by the employee [and where this is not possible to a suitable alternative].
- In the event that an employee following successful treatment for a drug related problem suffers a relapse the Company reserve the right to dismiss the employee with immediate effect.

NELSON PARK RIDING CENTRE LTD

Incorporating Nelson Park Equestrian Centre & Nelson Park Leisure
St Margaret's Road, Woodchurch, Birchington, Kent, CT7 0HJ
T. 01843 822251
www.nelsonpark.co.uk



WORK GUIDANCE

EMPLOYEE DATA PROTECTION

Introduction

This document sets out the obligations of Nelson Park Riding Centre Ltd, Nelson Park Equestrian Centre, Nelson Park Leisure ("the Company") with regard to data protection and the rights of people with whom it works in respect of their personal data under the Data Protection Act 1998 ("the Act").

This Policy shall set out procedures which are to be followed when dealing with personal data. The procedures set out herein must be followed by the Company, its employees, contractors, agents, consultants, partners or other parties working on behalf of the Company.

The Company views the correct and lawful handling of personal data as key to its success and dealings with third parties and its employees. The Company shall ensure that it handles all personal data correctly and lawfully.

1. The Data Protection Principles

This Policy aims to ensure compliance with the Act. The Act sets out eight principles with which any party handling personal data must comply. All personal data:

Must be processed fairly and lawfully (and shall not be processed unless certain conditions are met);

- 1.1 Must be obtained only for specified and lawful purposes and shall not be processed in any manner which is incompatible with those purposes;
- 1.2 Must be adequate, relevant and not excessive with respect to the purposes for which it is processed;
- 1.3 Must be accurate and, where appropriate, kept up-to-date;
- 1.4 Must be kept for no longer than is necessary in light of the purpose(s) for which it is processed;
- 1.5 Must be processed in accordance with the rights of data subjects under the Act;
- 1.6 Must be protected against unauthorised or unlawful processing, accidental loss, destruction or damage through appropriate technical and organisational measures; and
- 1.7 Must not be transferred to a country or territory outside of the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

NELSON PARK RIDING CENTRE LTD

Incorporating Nelson Park Equestrian Centre & Nelson Park Leisure
St Margaret's Road, Woodchurch, Birchington, Kent, CT7 0HJ
T. 01843 822251
www.nelsonpark.co.uk



Rights of Data Subjects

Under the Act, data subjects have the following rights:

- The right to be informed that their personal data is being processed;
- The right to access any of their personal data held by the Company within 40 days of making a request;
- The right to prevent the processing of their personal data in limited circumstances; and
- The right to rectify, block, erase or destroy incorrect personal data.

2. Personal Data

Personal data is defined by the Act as data which relates to a living individual who can be identified from that data or from that data and other information which is in the possession of, or is likely to come into the possession of, the data controller, and includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual.

The Act also defines "sensitive personal data" as personal data relating to the racial or ethnic origin of the data subject; their political opinions; their religious (or similar) beliefs; trade union membership; their physical or mental health condition; their sexual life; the commission or alleged commission by them of any offence; or any proceedings for any offence committed or alleged to have been committed by them, the disposal of such proceedings or the sentence of any court in such proceedings.

The Company only holds personal data which is directly relevant to its employees. That data will be held and processed in accordance with the data protection principles and with this Policy. The following data may be collected, held and processed by the Company:

- Identification information relating to employees including, but not limited to, names and contact details;
- Equal opportunities monitoring information including age, gender, race, nationality and religion;
- Health records including details of sick leave, medical conditions, disabilities and prescribed medication;
- Employment records including, but not limited to, interview notes, curricula vitae, application forms, assessments, performance reviews and similar documents;
- Details of salaries including increases, bonuses, commission, overtime, benefits and expenses;
- Records of disciplinary matters including reports and warnings, both formal and informal;
- Details of grievances including documentary evidence, notes from interviews, procedures followed and outcomes;

3. Health Records

The Company holds health records on all employees which are used to assess the health, wellbeing and welfare of employees and highlight any issues which may require further investigation. Such health records will include details of sick leave, medical conditions, disabilities and prescribed medication. Data under this heading will be used by management only and will not be revealed to fellow employees and peers (unless those employees are responsible for health records in the normal course of their duties).

Employees have the right to request that the Company does not keep health records on them. All such requests must be made in writing and addressed to Mr & Mrs Catterall.

NELSON PARK RIDING CENTRE LTD

Incorporating Nelson Park Equestrian Centre & Nelson Park Leisure
St Margaret's Road, Woodchurch, Birchington, Kent, CT7 0HJ
T. 01843 822251
www.nelsonpark.co.uk



Benefits

In cases where employees are enrolled in benefit schemes which are provided by the Company (including, but not limited to, pensions and healthcare) it may be necessary from time to time for third party organisations to collect personal data from relevant employees.

Prior to collection, employees will be fully informed of the personal data that is to be collected, the reasons for its collection, and the way(s) in which it will be processed.

The Company shall not use any such data except insofar as is necessary in the administration of relevant benefits schemes.

4. Monitoring

The Company may from time to time monitor the activities of employees. Such monitoring may include, but will not necessarily be limited to, internet and email monitoring. Any employee that is to be monitored shall be informed in advance of such monitoring.

Under no circumstances will monitoring interfere with an employee's normal duties.

The Company shall use its best and reasonable endeavours to ensure that there is no intrusion upon employees' personal communications or activities and under no circumstances will monitoring take place outside of the employee's normal place of work or work hours.

5. Processing Personal Data

Any and all employees' personal data collected by the Company is collected in order to ensure that the Company can efficiently manage its employees and conform with its equal opportunities obligations. Personal data shall also be used by the Company in meeting any and all relevant obligations imposed by law.

Personal data may be disclosed within the Company. Personal data may be passed from one department to another in accordance with the data protection principles and this Policy. Under no circumstances will personal data be passed to any department or any individual within the Company that does not reasonably require access to that personal data in view of the purpose(s) for which it was collected and is being processed.

The Company shall ensure that all personal data collected and processed for and on behalf of the Company by any party is collected and processed fairly and lawfully;

- Employees are made fully aware of the reasons for the collection of personal data and are given details of the purpose for which the data will be used;
- Personal data is only collected to the extent that is necessary to fulfil the stated purpose(s);
- All personal data is accurate at the time of collection and kept accurate and up-to-date while it is being held and / or processed;
- No personal data is held for any longer than necessary in light of the stated purpose(s);
- All personal data is held in a safe and secure manner, taking all appropriate technical and organisational measures to protect the data;

NELSON PARK RIDING CENTRE LTD

Incorporating Nelson Park Equestrian Centre & Nelson Park Leisure
St Margaret's Road, Woodchurch, Birchington, Kent, CT7 0HJ
T. 01843 822251
www.nelsonpark.co.uk



- All personal data is transferred using secure means, electronically or otherwise;
- No personal data is transferred outside of the UK or EEA (as appropriate) without first ensuring that appropriate safeguards are in place in the destination country or territory; and All employees can exercise their rights set out above in Section 3 and more fully in the Act.

6. Data Protection Procedures

The Company shall ensure that all of its employees, contractors, agents, consultants, partners or other parties working on behalf of the Company comply with the following when processing and / or transmitting personal data:

- All emails containing personal data must be encrypted;
- Personal data may be transmitted over secure networks only – transmission over unsecure networks is not permitted in any circumstances;
- Personal data may not be transmitted over a wireless network if there is a wired alternative that is reasonably practicable;
- Personal data contained in the body of an email, whether sent or received, should be copied from the body of that email and stored securely. The email itself should be deleted. All temporary files associated therewith should also be deleted;
- Where personal data is to be sent by facsimile transmission the recipient should be informed in advance of the transmission and should be waiting by the fax machine to receive the data;
- Where personal data is to be transferred in hardcopy form it should be passed directly to the recipient. Using an intermediary is not permitted;
- All hardcopies of personal data should be stored securely in a locked box, drawer, cabinet or similar;
- All electronic copies of personal data should be stored securely using passwords and suitable data encryption, where possible on a drive or server which cannot be accessed via the internet; and
- All passwords used to protect personal data should be changed regularly and should not use words or phrases which can be easily guessed or otherwise compromised.

NELSON PARK RIDING CENTRE LTD

Incorporating Nelson Park Equestrian Centre & Nelson Park Leisure
St Margaret's Road, Woodchurch, Birchington, Kent, CT7 0HJ
T. 01843 822251
www.nelsonpark.co.uk



Organisational Measures

The Company shall ensure that the following measures are taken with respect to the collection, holding and processing of personal data:

- A designated officers (Mr & Mrs Catterall) within the Company shall be appointed with the specific responsibility of overseeing data protection and ensuring compliance with the Act.
- All employees, contractors, agents, consultants, partners or other parties working on behalf of the Company are made fully aware of both their individual rights and responsibilities and the Company's responsibilities under the Act and shall be furnished with a copy of this Policy.
- All employees, contractors, agents, consultants, partners or other parties working on behalf of the Company handling personal data will be appropriately trained to do so.
- All employees, contractors, agents, consultants, partners or other parties working on behalf of the Company handling personal data will be appropriately supervised.
- Methods of collecting, holding and processing personal data shall be regularly evaluated and reviewed.
- All personal data shall be kept up-to-date. If an employee's personal data changes the employee shall be under a duty to inform the Mr & Mrs Catterall of those changes.
- Any personal data which is out-of-date or no longer required shall be deleted or otherwise destroyed.
- The Performance of those employees, contractors, agents, consultants, partners or other parties working on behalf of the Company handling personal data shall be regularly evaluated and reviewed.
- All employees, contractors, agents, consultants, partners or other parties working on behalf of the Company handling personal data will be bound to do so in accordance with the principles of the Act and this Policy by contract. Failure by any employee to comply with the principles or this Policy shall constitute a disciplinary offence. Failure by any contractor, agent, consultant, partner or other party to comply with the principles or this Policy shall constitute a breach of contract. In all cases, failure to comply with the principles or this Policy may also constitute a criminal offence under the Act.
- All contractors, agents, consultants, partners or other parties working on behalf of the Company handling personal data must ensure that any and all of their employees who are involved in the processing of personal data are held to the same conditions as those relevant employees of the Company arising out of this Policy and the Act.
- Where any contractor, agent, consultant, partner or other party working on behalf of the Company handling personal data fails in their obligations under this Policy that party shall indemnify and hold harmless the Company against any costs, liability, damages, loss, claims or proceedings which may arise out of that failure.

NELSON PARK RIDING CENTRE LTD

Incorporating Nelson Park Equestrian Centre & Nelson Park Leisure
St Margaret's Road, Woodchurch, Birchington, Kent, CT7 0HJ
T. 01843 822251
www.nelsonpark.co.uk



Access by Data Subjects

A data subject may make a subject access request ("SAR") at any time to see the information which the Company holds about them.

- SARs must be made in writing, accompanied by the correct fee.
- The Company currently requires a fee of £10 (the statutory maximum) with all SARs.

Upon receipt of a SAR the Company shall have a maximum period of 40 days within which to respond. The following information will be provided to the data subject:

- Whether or not the Company holds any personal data on the data subject;
- A description of any personal data held on the data subject;
- Details of what that personal data is used for;
- Details of any third-party organisations that personal data is passed to; and
- Details of any technical terminology or codes.

7. Notification to the Information Commissioner's Office

As a data controller, the Company is required to notify the Information Commissioner's Office that it is processing personal data. The Company is registered in the register of data controllers.

Data controllers must renew their notification with the Information Commissioner's Office on an annual basis. Failure to notify constitutes a criminal offence.

Any changes to the register must be notified to the Information Commissioner's Office within 28 days of taking place.

The Designated Officer shall be responsible for notifying and updating the Information Commissioner's Office.

8. Implementation of Policy

This Policy shall be deemed effective as of 1st Jan 2012. No part of this Policy shall have retroactive effect and shall thus apply only to matters occurring on or after this date.

NELSON PARK RIDING CENTRE LTD

Incorporating Nelson Park Equestrian Centre & Nelson Park Leisure
St Margaret's Road, Woodchurch, Birchington, Kent, CT7 0HJ
T. 01843 822251
www.nelsonpark.co.uk



WORK GUIDANCE

1st Aid.

It is a condition of your employment with Nelson Park Riding Centre Ltd, Nelson Park Leisure and Nelson Park Equestrian Centre that you as an employee of the companies hold a current 1st Aid at work certificate. CPD will be made available as and when it occurs.

CPD (Continued Personal Development)

If is a condition of your employment that you attend at least 1 training / update course each year, you will be notified by the management as to the suitability, times and places as and when they come up.

NELSON PARK RIDING CENTRE LTD

Incorporating Nelson Park Equestrian Centre & Nelson Park Leisure
St Margaret's Road, Woodchurch, Birchington, Kent, CT7 0HJ
T. 01843 822251
www.nelsonpark.co.uk



ALCOHOL POLICY

Introduction

Nelson Park Riding Centre Ltd, Nelson Park Leisure and Nelson Park Equestrian Centre are responsible employers and we take our obligations to our employees very seriously. This is why we have set out this policy to help us ensure the health, safety and welfare of our employees and to help us comply with our legal duties. Employees who develop alcohol related problems cause harm to themselves, to others and impair their performance.

The Health and Safety at Work Act 1974 places a duty on employers to provide a safe and healthy working environment, and to ensure the health, safety and welfare at work of their employees as well as any visitors or contractors on the premises.

Aims of the Policy

This policy aims to:

- Promote awareness of alcohol related problems and addiction;
- Encourage a sensible approach to drinking alcohol;
- Ensure that the Company complies with its legal obligations;
- Indicate restrictions on drinking alcohol at work;
- Protect Employees from the dangers of alcohol abuse; and
- Support Employees with an alcohol related problem.

Health and Safety

In a social environment the consumption of alcohol in moderation is an accepted part of life. In the workplace however it can impair performance, result in inappropriate behaviour, and can place both the individual and those around them in danger, as well as affect health.

In the workplace alcohol abuse can take two different forms:

- Occasional inappropriate drinking; and
- Consistently inappropriate drinking.

Problems arising from the first category are more likely to be cases of misconduct whilst the second will be more likely to involve long term health and performance issues. In either case the health of the individual employee will be affected and quite possibly the health and safety of those around them.

While it will be clear if an individual is drunk at work, the symptoms of larger scale systematic alcohol abuse may be less obvious. Symptoms of alcohol abuse may include:

- Frequent absences on Mondays and Fridays;
- Unusually high rates of absenteeism;
- Unkempt appearance/Lack of hygiene;
- Spasmodic work patterns and lower productivity; or
- Poor relations with others.

NELSON PARK RIDING CENTRE LTD

Incorporating Nelson Park Equestrian Centre & Nelson Park Leisure
St Margaret's Road, Woodchurch, Birchington, Kent, CT7 0HJ
T. 01843 822251
www.nelsonpark.co.uk



Restrictions on Drinking Alcohol at Work

- Unless it is formally approved by Mr & Mrs Catterall employees may not consume alcohol during normal working hours nor should they be incapable of work through the consumption of alcohol.
- Alcohol must not be consumed in any situation where as a consequence the safety of the individual, colleagues or visitors is put at risk.
- Alcohol must not be consumed in excess [or in sufficient quantities to impinge on the exercise of any individual's duties] when on Company business outside normal working hours, for example when involved in functions or in providing hospitality.
- Employees are not obliged to work with anyone they consider to be incapable through the consumption of alcohol and should immediately report the matter to Mr & Mrs Catterall.
- Employees who are incapable of working through the consumption of alcohol should be immediately removed from duty and the matter reported to Mr & Mrs Catterall.
- Employees will be held to be contributory negligent in the event that whilst on Company business they cause an accident or damages to anyone or anything, and that the incident occurred due to the Employee's consumption of alcohol.

Disciplinary Action

Employees who are unfit or otherwise incapable for work through the consumption of alcohol will be liable for disciplinary action, may be found guilty of gross misconduct, and may face summary dismissal.

Procedure

- In the event that an employee is diagnosed with an alcohol related problem the Company will treat it as a health matter. However this does not excuse the employee from any of the disciplinary matters that may fall within the scope of the Company disciplinary policy.
- All alcohol related issues will be dealt with in a constructive and sympathetic manner. The individual responsible for all such issues is Mr & Mrs Catterall who will also provide any interested employees in confidence with details of where to seek more information or help.
- All requests for help or advice will be treated in the strictest confidence and all information gathered as a result will be held in accordance with the Data Protection Act 1998.
- After receiving any appropriate medical reports the Company will provide support to any affected employees [and where necessary provide suitable treatment, to be paid for by the Company.] Where an employee agrees to follow a suitable course of action or treatment any disciplinary action may be suspended.
- The Company reserves the right to give affected employees lighter duties at the same rate of pay, or require them to take paid leave if it is deemed appropriate
- Following effective treatment and in the absence of any disciplinary action the Company will endeavour to return an affected employee to the same role previously fulfilled by the employee [and where this is not possible to a suitable alternative].
- In the event that an employee following successful treatment for an alcohol related problem suffers a relapse the Company the employee in question may face summary dismissal.
- If it is considered that the working environment or culture is the cause or a contributor to an alcohol related problem, the Company will take all reasonably practical steps to ensure a reduction of such problems.

NELSON PARK RIDING CENTRE LTD

Incorporating Nelson Park Equestrian Centre & Nelson Park Leisure
St Margaret's Road, Woodchurch, Birchington, Kent, CT7 0HJ
T. 01843 822251
www.nelsonpark.co.uk



GENERAL BEHAVIOUR

All staff are to conduct themselves in a professional manner they are expected to be dressed accordingly to be of smart appearance, the wearing of Nelson Park uniform is required at all times whilst working at the centre.

All staff are expected to maintain a professional relationship with the clients of Nelson Park at all times, this extends to outside of working hours and will exclude any form of social relationship at any time and at anytime whatsoever. For example staff will not create and maintain relationships on social networking sites such as Facebook, Twitter and whatever comes along in the future. Further staff will not use contact details of customers for any other reason than for the business of Nelson Park.

This list is not exhaustive and failure to adhere to this clause will result in disciplinary proceedings as set out in this document.