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## Our HR & employment policy

Blue Moon Creative is a committed equal opportunities employer.

We recruit on the basis of skills, attitude, values and potential - not necessarily in that order.

We are only interested in people who want to do great work and who are prepared to work in an environment in which we are as honest and transparent as possible in our relationships with each other and with our clients.

We invest a great deal in our staff and in giving them the tools and the environment they need to be genuinely creative and produce valuable work for our clients. In return, we expect them to act in good faith at all times.

Relevant extracts from the contracts we have with all staff who have joined since 2012:

### **Hours and paid holidays**

Your normal hours will be 9:00am to 5:00pm. On occasion, it will be necessary to work outside these hours. No additional formal payment for such hours will be made, but your performance and overall contribution will be taken into account when reviewed each quarter with a view, amongst other things, to determining your discretionary bonuses.

Your holiday entitlement is 20 working days plus Bank Holidays (i.e. four working weeks). You should give as much notice as possible of days you wish to take off, especially longer periods, and always seek to coordinate holidays with your colleagues before booking.

**Dress code:** Casual but respectable

### **Performance and termination**

If, for any reason, you wish to terminate your employment with us, you should give notice of not less than one calendar month to the Managing Director or, in his absence, the Finance Director. Similarly, should Blue Moon Creative Ltd find it necessary to end your employment with the company, a period of notice not less than one calendar month will be given.

The reasons for such notice being given might be a simple lack of client work (i.e. redundancy). Other, more negative reasons might relate to performance, such as persistent failure to meet technical, creative or productivity standards, or behaviour, such as wilful lack of cooperation over a protracted period or persistent lack of punctuality. Gross misconduct - e.g. extreme rudeness to clients or theft of physical or intellectual property - would result in instant dismissal. In all other circumstances formal warnings would be given.



### **Grievance procedure**

If any issue should give you cause for concern you should, in the first instance, raise it with the Managing Director, Michael Taite or, should you prefer, the Financial Director, Gail Taite. Collective agreements do not apply. All matters such are covered by the governing law of England & Wales. Confidentiality As a matter of course, we are frequently party to confidential client information. It is important that such information, and information that is of commercial value to Blue Moon, is not given, formally or casually, to third parties.

### **Intellectual property**

All work, including ideas, concepts and designs produced by you during your employment with us are, and always remain, the property of Blue Moon Creative Ltd.

On occasion, family and friends might ask you to help them by producing non-chargeable ideas and work. Provided this does not interfere with your work for our clients, we are often happy to support such work provided it is done in your own time, but you should first seek the Managing Director's consent on each and every such occasion.

Private paid-for work ("moonlighting") is not permitted under the terms of this agreement.

### **Corporate ethos**

Central to our past and future success are core values of honesty, consideration, conscientiousness and long-term commitment in our dealings with each other and our clients. It is important to us that you share and uphold these values.

These terms will remain in place with all future employees.

Signed

Michael Taite  
Managing Director

Date: 30/09/16