

## HUMAN RESOURCES POLICY

---

### Policy Statement

Fujitsu UK & Ireland operates employment policies to provide a framework for the employment of people and provide employees with a clear and concise set of rules in which to operate.

All employment policies are designed to ensure:

- Everyone in Fujitsu UK & Ireland is clear about the Company's standards and values and these are reflected in our approach to management
- Fujitsu UK & Ireland's approach to employment is up-to-date and performance-based
- Everyone in Fujitsu UK & Ireland has access to the current employment policies via Café VIK or through HR Direct
- Fujitsu UK & Ireland complies with relevant employment legislation and codes of practice relating to employment
- The interests of individuals and the needs of the organisation are balanced

Fujitsu is committed to providing a work environment that is safe and protects health and adopts suitable accident prevention measures. We all have an obligation to comply with health, safety and security policies, and health and safety issues should be reported

While on Fujitsu property or while conducting Fujitsu business we will not:

- **possess or sell illegal drugs**
- **engage in the use of illegal drugs**
- **be intoxicated through drugs or alcohol**

This applies to the design of workplaces, equipment and work processes as well as to safety management and personal behavior in the workplace.

We must all take personal responsibility for the health and safety of ourselves, our colleagues and all those who are affected by Fujitsu International Business business operations.

### Authority & Accountability

The Human Resources Director has overall responsibility for:

1. All policies and guidelines
2. Reviewing and approving employment policies and procedures
3. Reviewing compliance with all policies
4. Approving any exceptions to policies

Failure to comply with current employment policies may lead to disciplinary action, under the Conduct Policy or the equivalent country owned policy.

### Applicability

This policy applies to Fujitsu UK & Ireland. This means all Employees, Contractors and businesses carried on by Fujitsu Services Limited and its subsidiaries and any other company or organisation that is managed by the Chief Executive Officer, Fujitsu United Kingdom and Ireland except to the extent, if any, stated under Exemptions below

Policies operating across the Company are identified within the overall Employment Policy Framework; local policies and practices operating within countries other than the UK are in line with local employment legislation. These policies are owned and managed by the individual countries.

## Exemptions

There are exemptions provided for some employees who have been transferred to Fujitsu UK & Ireland under TUPE arrangements from another organisation where they are covered by an alternative policy.

## Policy Owner

This policy is owned by Philippa Holroyd, Head of HR Specialists, on behalf of Ella Bennett, Human Resources Director for Fujitsu UK & Ireland

## For Further Information:

For further information employees should contact [HR Direct](#).



UNCONTROLLED WHEN PRINTED