



SONIC HEALTHCARE  
UK



# Employee Handbook

# Contents

Page 3	Introduction
Page 4	About Sonic Healthcare UK
Page 5	Sonic Across the Globe
Page 5	Federated Model
Page 6	Core Values
Page 6	Medical Leadership
Page 7	Quality Within the Organisation
Page 8 - 11	Contract of Employment
Page 12 - 14	Compensation
Page 14 - 15	Code of Conduct
Page 15	Smoking & Substance Misuse
Page 15	Dress Code
Page 16 - 17	Employee Benefits
Page 18 - 19	Time Away From Work
Page 20 - 21	Staff Development
Page 22	Occupational Health
Page 23 - 24	Commitment to Equity, Diversity & Inclusion
Page 24	Staff Representation at Work
Page 25	Duty of Cadour & Safeguarding
Page 26 - 27	Information Security
Page 28	Restrictions Including Intellectual Property
Page 29	Company & Personal Property
Page 29	Declarations of Interest
Page 30	Disclaimer
Page 30	Useful Contacts



Welcome to the Sonic Healthcare UK Employee Handbook. As a clinically led organisation which brings a focus on quality as well as efficiency to provide excellent laboratory services to patients and a variety of clients we are proud of all our staff that make this possible.

This employee handbook is designed to familiarise you with the culture, expectations and policies that shape our workplace. Whatever area of the business you are based at, we are confident that being familiar with its contents will help you to enjoy the most positive and constructive professional experience as part of our company.

To our current employees who are having another read of our employee handbook, we continue to thank you for your ongoing contribution to its success and growth. Please keep in mind that this handbook doesn't represent a guarantee of employment or a contract. It simply lays out the commitments, responsibilities and expectations that help us all come together to create a fair, equitable and welcoming workplace.

The Contract and this Handbook contain the terms and conditions which form part of your Contract of employment in combinations with our employment policies, which are developed and written in conjunction with our recognised trade unions.

Please read the handbook in full and consult it as needed. Feel free to direct any questions about its contents or requests for clarification to your line manager or the HR Department.

We're glad to have you aboard, and we're looking forward to seeing what great things you accomplish with us.

**Matt Gibbins**  
HR Director

# About Sonic Healthcare UK

We are comprised of two divisions: Health Services Laboratories (HSL) and The Doctors Laboratory (TDL). The Doctors Laboratory is the largest UK independent provider of highly specialised pathology / clinical laboratory services to clinicians (GPs and specialists), hospitals, community health services, and their patients.

HSL is a pathology joint venture partnership between University College London Hospitals NHS Foundation Trust (UCLH), the Royal Free London NHS Foundation Trust (RFL), and The Doctors Laboratory Limited (TDL). We are all dedicated to providing clinically led pathology services to the NHS using the hub and spoke laboratory network model.

We maintain rigorously high standards of quality, while also delivering efficiencies to healthcare through careful workforce planning, pioneering technology, and significant investment in infrastructure and IT. Medical leadership is regarded as the most important pillar of our operational philosophy and every laboratory in our network is clinically led by Consultant Pathologists from the relevant customer Trust. Working closely with our Chief Medical Officer, Dr Rachael Liebmann, they act as the advocate for patients and referring clinicians.

We have numerous sites across the UK. At the centre of the network is our hub laboratory known as the 'Halo Building' - a 100,000 sq. ft facility located opposite St Pancras station in Central London. Over 1,100 staff are based at the Halo Building where routine and specialist testing has been centralised from late 2016. We also have another hub laboratory in Manchester which in 2021 expanded from 14,000 sq. ft to 20,580 sq. ft.

A network of 22 laboratory sites across the UK, in a mixture of both NHS and private hospital settings - providing the essential pathology services required that help make vital clinical decisions.



Our laboratory at North Middlesex University Hospital



Sonic Healthcare is one of the world's largest pathology providers. Headquartered in Sydney, Australia and employing over 38,000 staff in seven countries, Sonic entered the UK market in 2011 when it acquired The Doctors Laboratory.



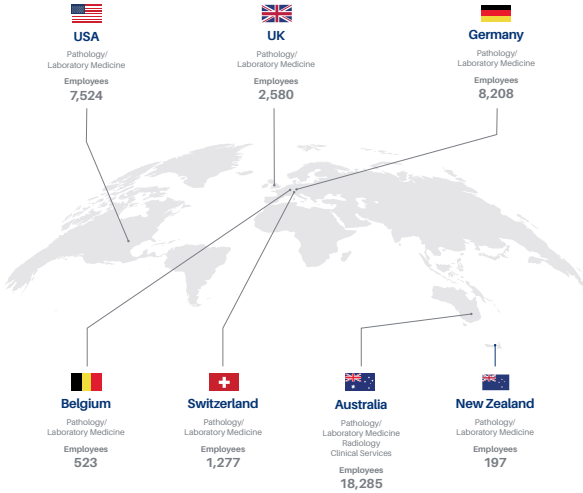
TDL is the largest independent provider of clinical diagnostic services in the UK. Through a UK wide network of laboratories, TDL supports a range of healthcare settings - from GP clinics to overseas clients and global corporations.



A joint venture between the University College London Hospital, Royal Free London and The Doctors Laboratory, providing a pathology diagnostics service to our NHS trust partners, other NHS customers, and TDL.



# Sonic Across the Globe



Sonic Healthcare is a leading international healthcare provider specialising in pathology/laboratory medicine, radiology, general practice medicine and corporate medical services. We are committed to clinical and operational excellence in the delivery of medical services to doctors and patients alike.

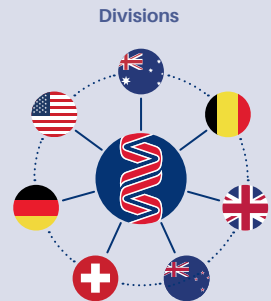
Headquartered in Sydney, Australia, and listed on the Australian Securities Exchange (ASX), Sonic has grown to become one of the world's leading healthcare providers, with operations in Australasia, Europe and North America.

We employ more than 1,600 pathologists and radiologists, and more than 14,000 medical scientists, radiographers, sonographers, technicians and nurses, all of whom are led by highly experienced medical personnel - at Board level through to the management of our local practices.

## Federated Model

Sonic operates under a federated management structure, where individual practices are empowered to deliver personalised services best suited to the needs of clinicians and patients in their local communities. This local autonomy is complemented by the assurance that comes from belonging to a global network of healthcare practices that share a commitment to medical excellence. The federated approach has been integral to our ongoing success and the preservation of each practice's long-term goodwill.

Sonic's federated structure creates many opportunities to share knowledge and experiences, allowing us to develop synergies and establish best practices. By identifying and embracing these opportunities for collaboration, and by working together in partnership across regional and national boundaries, we strengthen the foundations for Sonic's continued growth and prosperity into the future.



# Core Values

Sonic's Core Values were developed by Sonic staff in early 2000 to act as guiding principles for how we conduct ourselves as an organisation. They set the standard for the collegiate and supportive way in which we behave towards one another, as well as the professionalism with which we conduct ourselves in our day-to-day duties. Individually, our Core Values articulate our commitment to medical excellence. Collectively, they empower our people to deliver exceptional medical services to doctors and patients.

Since their inception, Sonic's Core Values have been embraced by Sonic Healthcare staff around the world as a unifying code of conduct.

We expect all of our employees to display the attributes associated with our core values and that all employees will strive to attain the highest levels of performance:

## Commit to service excellence

To willingly serve all those with whom we deal, with unsurpassed excellence.

## Treat each other with respect and honesty

To grow a workplace where trust, team spirit and equity are an integral part of everything we do.

## Demonstrate responsibility and accountability

To set an example, to take ownership of each situation to the best of our ability and to seek help when needed.

## Be enthusiastic about continuous improvement

To never be complacent, to recognise limitations and opportunities for ourselves and processes and to learn through these.

## Maintain confidentiality

To keep all information pertaining to patients, as well as professional and commercial issues, in strict confidence.

# Medical Leadership

Medicine is a complex profession that requires insight, sensitivity and a lifelong commitment to learning, in order to provide the best possible patient care and clinical outcomes. Sonic believes that Medical Leadership facilitates the highest standards of clinical and operational excellence by inspiring and empowering our people to be accountable for the delivery of superior healthcare outcomes for both the doctors and patients we serve. This philosophy also reflects a deep understanding of the special complexities, obligations and privileges of medical practice, as well as a respect and appreciation for healthcare professionals.

Through Medical Leadership, we aim to ensure that every person who is part of Sonic Healthcare understands how vitally important their role is in the delivery of high-quality medical services to each and every patient.

Our Medical Leadership Principles provide all Sonic staff with clear guidelines about the interaction between Sonic's people and its external stakeholders – doctors, patients, other customers and our local and global communities. Each pillar includes measurable criteria, ensuring that each of our practices remains focused on providing localised medical services of the highest quality.





# Quality Within the Organisation

## Quality is in our DNA

At the core of what we do is our commitment to medical excellence. This philosophy places patient welfare above all considerations. The quality management system (QMS) and supporting frameworks ensure that every aspect of our work meets the highest standards. By complying with the system requirements, you contribute to our collective commitment to achieving our core values.

As an organisation we are required to demonstrate the quality of our services through achievement of accreditation, and evidence of compliance with multiple international standards, and regulations. We do this in a number of ways, through policies, procedures, training, audit. We document our activities and are regularly assessed and inspected by external organisations. When we don't comply with the requirements of the quality management system, this can cause harm to patients, our colleagues and services.

## Electronic QMS Access

When you start in the organisation, your manager will arrange for a login for our electronic QMS- Ideagen Quality management system (or Q-Pulse). This is how you access all the procedures and policies you need to do your job. It is important that you read and acknowledge any procedures issued to you.

## The Quality Management Group (QMG)

There are staff within every department that will support quality management, and there is a central team of quality managers - QMG that supports the organisation and provides guidance on quality management. To speak or contact the QMG, you can speak directly to your local quality representative or quality manager in the first instance, alternatively you can email the team at the following addresses:

- TDL - [qmg@tdlpathology.com](mailto:qmg@tdlpathology.com)
- HSL - [qmg@hslpathology.com](mailto:qmg@hslpathology.com)

## Quality Management Training

Quality managers are trained and competent to train staff in key quality processes. To arrange training, please get in touch with them. QMG also offers training on the Sonic Learn platform for document control, change control and verification. These courses must be booked via Sonic Learn.

## Change Control and Document Control

QMG are responsible for administering the change management framework, validation, verification frameworks and document control frameworks. To request support in these areas please email:

- [qualityadmin@tdlpathology.com](mailto:qualityadmin@tdlpathology.com) (doc control, general queries, password reset)
- [technicalquality@tdlpathology.com](mailto:technicalquality@tdlpathology.com) (change control, verification, frameworks)

## Getting Involved in Quality

At Sonic Healthcare UK everybody everywhere has a role to play in delivering high quality services, Please ensure that you report any incidents or issues to your manager, and via the incident reporting systems that you will be trained to use. Please speak up and make staff suggestions on how we can improve our services. If you have an interest in learning more about quality management, the QMG are always looking for quality champions. Please contact your local quality rep for more information.

# Contract of Employment

## Provision of Personal Information

Before joining the Organisation you are required to provide the following information:

- Personal banking details
- Inland Revenue details - P45
- Contact details in the event of an emergency at work
- National Insurance number
- Legal eligibility for employment in the UK
- Names and addresses of two previous employers whom the Company may approach for references (if you are joining the Company straight after completing your education or if you have only had one previous employer, the Company is likely to ask for a reference from your most recent educational institution)
- Any other details the Company reasonably requests

Forms requesting these details will be sent to you.

You are responsible for ensuring that the Company is kept fully informed of any changes in your personal details. This includes any changes of address, marital status, the birth or death of dependants and any criminal charges or convictions whatsoever.

## Disclosure and Barring Service (DBS) Checking

The primary role of the DBS is to help employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups including children and vulnerable adults.

All Sonic Healthcare UK employees with patient contact or privileged access to sensitive patient data will be subjected to a basic DBS check upon the commencement of their employment. Where contractual obligations require enhanced DBS checking, such a check will be carried out. The Company reserves the right to review the necessity of DBS checks for different roles and workplace locations, and alter the requirement or level of screening where appropriate.

Once a recruitment (or other relevant) decision has been made regarding the outcome of the DBS check, the DBS certificate information is immediately destroyed by secure means. The Company keeps a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken for auditing purposes, but not the certificate contents.

If, in very exceptional circumstances, it is considered necessary to keep full certificate information, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.



## Information Identifying Employees

The organisation gathers information about employees for the purpose of Human Resource Management; this is kept securely for the duration of employment at Sonic Healthcare UK. Upon leaving the company the file is stored for at least 6 years to meet the statutory retention period requirements for tax, maternity pay and retirement benefit scheme regulations.

CCTV footage is in place at all Sonic Healthcare UK sites to prevent and detect crime, as well as for tracking samples that have entered the laboratory. These recordings are kept securely and for a limited time (up to 6 months). Calls made may be recorded for training and monitoring purposes. Recordings are secured and kept for a limited time (up to 6 months).

Written requests may be made to the HR Department if an employee wishes to review the information held on these systems that is protected by the Data Protection Act. These requests must be made in writing to the HR Department and responses will be provided within 40 calendar days. A £10 administration fee will be incurred for every Data Access Request submitted.

## Contractual Terms

Prior to starting you will be issued a contract of employment electronically. Please ensure you download and save a copy of this as you may want to refer to the information contained within your contract in the future. Sonic Healthcare UK have both contractual and non-contractual policies which will apply to your employment. Please note these are not applicable to bank workers. Employment policies can be accessed via our websites and on QPulse.

## Probationary Period

Unless stated otherwise within your contract, the first 3 months of employment will be worked as a probationary period. During this time you will typically meet with your manager at 6 weeks and 12 weeks service to assess your performance. These timeframes may differ depending on your performance and training needs. Whilst on your probationary period either party may terminate your employment by giving the other party one week's prior written notice. In situations where the Company gives notice, we will write to you to confirm that your probationary period has ended. There may be times when it is appropriate to extend the probationary period, management can look to do this for a defined period of time, following which a decision will be reached regarding permanent appointment or ending employment.

## Notice of Resignation

After expiry of the probationary period your employment shall continue until terminated by either party giving the other formal notice. The amount of notice will be outlined in your contract of employment and will increase based on length of service until an employee reaches 12 weeks' notice. For each year worked above the contractual notice period, 1 week notice shall be added. For example:

1. Someone with 4 weeks notice and 5 years service would have a notice period of 5 weeks
2. Someone with 4 weeks notice and 2 years service would have a notice period of 4 weeks
3. Someone with 4 weeks notice and 13 years service would have a notice period of 12 weeks

The Company shall be entitled at its discretion to pay basic salary in lieu of notice whether notice is given by the Company or by yourself. The Company shall be entitled to terminate your employment summarily without notice if you:

1. Are guilty of serious misconduct
2. Have committed a serious or repeated breach of your duties and obligations which (being capable of being remedied) are not fully remedied by you to the satisfaction of the Company within a reasonable period of your being called upon to do so
3. Act or omit to act in such a way as is likely to prejudice the interests or reputation of the Company
4. Are convicted of any criminal offence which, if not directly connected with your employment, the Company reasonably regards as affecting your ability to carry out your duties effectively
5. Become of unsound mind or a patient for the purposes of any statute relating to mental health
6. Commit any act of dishonesty relating to the Company or otherwise
7. Become bankrupt or make any arrangements or composition with or for the benefit of your creditors

On the termination of your employment for whatever reason, you must return all company property. You should arrange this with your manager.

You shall not make at any time, either during your employment or after its termination, any statement or authorise any statement to be made which is calculated or reasonably likely to damage the reputation or cause other damage to the Company, its Associated Companies or their employees. You are also restricted from representing yourself as being employed by or otherwise connected in any way with the Company or its Associated Companies following employment termination.

## Retirement Age

In accordance with legislation, the Company does not have a normal retirement age.

## Exclusive Employment

The Company believes that you are only able to perform your work to the best of your ability and safely if in the time you are not at work you are properly rested. You are required, therefore, to inform your line manager if you are engaged in any other employment or business outside your work for the Company (whether paid or not). Failure to do so will render you liable to disciplinary action.

The Company reserves the right to require you to terminate any outside employment as a condition of your continuing to be employed by the Company.

During your employment with the Company, you shall not, without the Company's prior written consent, either directly or indirectly be interested or concerned whether as principal, partner, employee, shareholder, director, agent, consultant or otherwise, with any other person, firm or organisation where this may interfere, conflict or compete with the interests of the Company or the efficient performance of your duties.

## Typical Working Arrangements

An employee's working hours and the place of work are defined in the employment contract, with a standard full-time worker covering either 37.5 or 40 hours depending upon the contractual terms.

There may be occasions in which the hours you work may exceed the 48-hour maximum average permitted by the Regulations. If this scenario is likely, you must opt out of the regulation by signing the form held on SonicHub. Your consent to opt out will not affect any of your other employment rights and if you agree to opt out you also have the right to withdraw your consent on three months written notice and return to the 48-hour limit.

You may be required to work additional hours than your normal specified hours based on any business needs, and these will be discussed and agreed with your line manager prior to the additional hours being worked.

During your employment the Company may require you to work either temporarily or permanently at or from any other Sonic Healthcare UK location. This would be discussed with you by your line manager. Overtime will be paid subject to and in accordance with the company overtime policy. All overtime will need to be submitted through SonicHub and should be approved by the appropriate line manager prior to any additional hours being worked.

The overtime policy can be found here:

[SonicHub - Sonic Healthcare UK - Overtime Policy.pdf - All Documents \(sharepoint.com\)](#)

The company has a standard break time of 60 minutes unpaid break (full-time equivalent). However, depending on your shift and work pattern, the break time may be different and should be discussed with your line manager if this is the case.

As a responsible organisation who values work-life balance, the company has a Flexible Working policy and for roles where it is appropriate a Working from Home policy in place. For further information regarding this, please refer to these policies available on the website.

## Miscellaneous

The construction, validity and performance of Terms and Conditions of Employment are in accordance with the laws of England, Wales and Scotland, and submit to the jurisdiction of the Courts of England, Wales and Scotland in regard to any claim or matter arising in respect of these Terms and Conditions of Employment.

Any notice required to be given in relation to these Terms and Conditions of Employment will be in writing and will be deemed to have been served if hand delivered, sent by post or email to the relevant party as specified in The Contract or such other address as such party may designate from time to time and in the case of the Company, marked for the attention of The Human Resources Department.

Any notice shall be deemed to have been served:

- If hand delivered, at the time of delivery (excluding weekends and public holidays)
- If sent by post in the United Kingdom, 48 hours after posting (excluding weekends and public holidays)
- Provided that delivery or transmission outside business hours shall be deemed to have been served on the next business day
- Emailed to the email address provided by the relevant party

# Compensation

## Salary

### Salary Payment

Salary will be paid monthly by direct bank transfer on the 27th day of each calendar month (or the working day prior to the 27th where the 27th is a weekend or a public holiday). Zero hours contracted employees shall receive payments a month in arrears for the hours claimed. It is important to maintain a bank or building society account for this purpose and to keep details up to date on our records via SonicHub. Queries relating to pay should be directed to the Payroll Department:

- HSL - [payroll@hslpathology.com](mailto:payroll@hslpathology.com)
- TDL - [payroll@tdlpathology.com](mailto:payroll@tdlpathology.com)

A contact number for the Inland Revenue office handling the Company's salary matters is:

**0300 200 3300**

Our employer's PAYE reference numbers are as follow:

- Health Services Laboratories LLP - 475/WB01873
- HSL (Analytics) LLP - 475/BB01876
- HSL (FM) LLP - 475/KB01876
- The Doctors Laboratory Ltd - 073/D527

### Salary Review

Your basic salary will be reviewed by the organisation in April or July each year and may be subject to an increase, if approved by the executive team.

### Deductions

The organisation shall be entitled to deduct from your salary and such other monies as may be payable or reimbursable to you all sums owing or otherwise payable from you to the organisation or Associated Company.

### Overtime and On-Call

Overtime and out of hours cover will be paid subject to and in accordance with the Company regulations and Sonic Healthcare UK Overtime Policy. Time off in lieu of overtime (where appropriate) may be taken subject to the approval of your line manager. This is at the discretion of your line manager and must be agreed in advance.

## Workplace Pension Scheme

### Automatic Enrolment

In line with current legislation, the organisation must automatically enrol you into Workplace Pension Scheme if you are assessed as an eligible jobholder after three month's service.

Once enrolled Royal London will send you all your legal documents to confirm your membership. Automatic enrolment legislation aims to help you save more for retirement; your entitlement to your basic state pension will be unaffected.

## Opting Out

If you have been automatically enrolled you can opt out at any time, but you cannot opt out before you have been joined to the scheme. Royal London includes instructions on how to opt out in the welcome pack, or you can email directly for an opt-out form:

- HSL Pensions - [hslpensions@amberriverpremier.com](mailto:hslpensions@amberriverpremier.com)
- TDL Pensions - [tdlpensions@amberriverpremier.com](mailto:tdlpensions@amberriverpremier.com)

The organisation is obliged to re-assess all employees on a regular basis and automatically enrol/re-enrol all eligible jobholders back into a Qualifying Workplace Pension Scheme if they are still eligible at that time.

### Automatic Enrolment - Non-Eligible Jobholders and Entitled Workers:

You will not be automatically enrolled into the Pension scheme until you meet the qualifying criteria. However, as a non-eligible jobholder or an entitled worker you have the right to ask to join the pension scheme at any time by sending an email to the relevant email address below and adding a phrase "I confirm that I wish to join the workplace HSL/TDL pension scheme".

- HSL Pensions - [hslpensions@amberriverpremier.com](mailto:hslpensions@amberriverpremier.com)
- TDL Pensions - [tdlpensions@amberriverpremier.com](mailto:tdlpensions@amberriverpremier.com)

## Contributions

Your contributions are deducted from your monthly pay and forwarded to Royal London by the organisation. It is a regulatory requirement that your contributions are forwarded to Royal London by the 22nd of the month following your payday. There are specified minimum contribution amounts that must be paid, both in total and by the employer. The rates for staff with less than 5 years' service as at 1st April are:

- Employer contribution of 4% basic annual salary
- Employee contribution of 5% basic annual salary

Enhanced employer contribution of 8% is paid from the April after you have completed five years' service.

## Stopping Contributions

It is possible to take a break or stop paying contributions; Royal London makes no additional charge for either of these options. However, this is counted as leaving the qualifying workplace scheme and you will be re-enrolled at the organisations next re-enrolment date.

## Salary Exchange Scheme

Salary Exchange Scheme offers the opportunity to boost your pension fund by making pension contributions from your earnings before income tax and national insurance contributions are deducted. Further details are available from the Payroll Department.

## Life Assurance Schemes

### Death in Service Scheme

Company's Death in Service Scheme provides a lump sum payment in case of your death whilst in active employment with the Company. The benefit level is three times basic salary, available after completing your first day of employment. Full policy details are available on request from HR Department ([hr@tdlpathology.com](mailto:hr@tdlpathology.com)), but the main features of the scheme are:

- The benefit payment is made as a tax-free lump sum.
- The benefit payment is made at the ultimate discretion of the Trustees.
- Cover cease date is your State Pension Age or the date which you leave the service of the Company.
- You may be asked to declare medical evidence; the underwriting decision is at the discretion of the insurance company.
- Cover will only be granted if you are insurable.
- You are not taxed on the premium as a P11D benefit.

### Beneficiary Details

Claim payments are made at the discretion of the Trustees, usually to your nominated beneficiary. This is to avoid any potential liability to Inheritance Tax (for this reason, your will should not include any reference to this benefit although you should take independent advice in this respect). It is important that you complete Beneficiary details on SonicHub and you are responsible for making any amendments should your circumstances change.

### Salary Replacement Scheme

Company Salary Replacement Scheme provides an income in circumstances of long-term absence caused by illness or injury. Full policy details are available on request from HR Department, but the main features of the scheme are:

- The benefit is payable after a deferment period of 26 continuous weeks and is paid through standard payroll cycle.
- The benefit is 50% of salary less a sum equivalent to state benefits at the start of the overall policy.
- The benefit includes pension contribution cover so that your pension fund continues to be funded.
- The benefit increases by 5% each year in payment.
- The benefit will be paid until the earliest of recovery, state pension age or termination of employment.
- Your cover and the payment of benefit will be made subject to satisfying the company's insurers and this will be subject to regular reviews.
- It may be necessary for you to declare medical evidence both: before acceptance on to the scheme and at the time of a claim.
- Cover will only be granted if you are insurable.
- Any underwriting decision is at the discretion of the insurance company.



## Code of Conduct

At Sonic Healthcare UK, our commitment is to foster a workplace built on respect, diversity and equal opportunities. Employees are treated fairly and respectfully in line with Sonic Healthcare UK's core values. We collectively ensure a safe and respectful workplace, free from discrimination, harassment or bias. Conduct should always be in line with our core values and any behaviour that falls below an expected professional standard will be managed in line with Sonic Healthcare UK's Disciplinary Policy.

If you are a registered member of a professional or regulatory body you are expected to adhere to the relevant code of conduct associated with your membership. In cases where an individual's conduct falls below these expectations, the organisation has a responsibility to inform the appropriate professional/ regulatory body.



# Smoking & Substance Misuse

## Smoking and Vaping

It is the Company's policy that its' workplaces are smoke free. This policy applies to anything that can be smoked (including cigarettes, vapes and e-cigarettes). Smoking is prohibited in all work premises, when attending online meetings such as Teams or Zoom calls from a private dwelling, or when using a work vehicle or vehicle for work purposes. Failure to follow this may result in disciplinary action.

Employees are permitted to take breaks for smoking during the working day on the understanding that no formal provision is made for these. At management discretion, those taking smoking breaks may be required to make good this time by taking a shorter lunch break or making up the time at either the start or end of the working day.

## Substance Misuse

The personal consumption, taking of, possession of, dealing in or being under the influence of alcohol, stimulants (other than those medically prescribed) or chemical substances whilst on Company premises and/or whilst carrying out your duties, will be considered to be gross misconduct and likely to render you liable to dismissal.

Sonic Healthcare UK have an Alcohol and Substance Abuse Policy which is available on our website and via QPulse.



## Dress Code

The Company considers the way employees dress and their appearance to be representative of the organisation. Regardless of the business area, all staff are expected to adhere to the following (note this is not a full definitive list):

- Ensure a high standard of personal hygiene is maintained at all times
- Clothing should be in line with Sonic core values demonstrating respect towards colleagues (For example, no offensive clothing, slogans or tattoos)
- Display company issued photo IDs at all times
- Ensure any departmental uniform or safety equipment policies are followed

Staff will be required to wear protective clothing (provided by the Company) at all times during the working day whilst in the laboratory or in roles that are deemed to require protective clothing. You may be provided with a uniform by the Company in which case it is your responsibility to keep it clean, repaired and regularly laundered. You are also required to return all items of clothing to the Company on termination of employment, along with all other items of Company property.

If you do not adhere to this dress code you may be sent home without pay and may additionally face disciplinary action.



# Employee Benefits

Employees are able to access a range of benefits which can be used to support them both personally and professionally. A full list is provided below:

## **Perkbox:**

Perkbox is a site that offers a range of both free services and high street / online discounts. You will be able to access details via Social Hub on your SonicHub account.

## **Corporate Gym Membership Scheme with Better Gyms:**

If you would like to join Better Gyms, please contact [hr@tdlpathology.com](mailto:hr@tdlpathology.com).

## **Healthshield Scheme:**

Employees pay for medical treatments up front and can claim back the cost of the procedure. You will be sent a welcome pack with details and your membership number direct from Healthshield within your first three months of employment. Alternatively, you can view what you are able to claim here [www.healthshield.co.uk](http://www.healthshield.co.uk)

## **Employee Assistance Programme:**

This service can offer support on many issues, not just mental health but also practical tips on managing money or going through a divorce. The Employee Assistance Programme is open to all colleagues and is a confidential 24/7 service. You will be able to access details via Social Hub on your SonicHub account.

## **Permanent Health Insurance:**

Providing salary continuation for long term illness (six months qualifying period). Further information regarding this scheme would have been emailed to you as part of your contract pack.

## **Death in Service Cover:**

Provides for lump sum payment as death in service cover. Please refer to the compensation section of the handbook for more details.

## **Company Pension Scheme:**

All eligible staff are automatically enrolled onto our pension scheme. For more information Please refer to the compensation section of the handbook on pages 12 and 13.

## **Annual Salary Review:**

Basic salary is reviewed in April each year. As a private company, we are not restricted by salary bandings and can consider appropriate salaries based on experience. This also means that annual salary reviews do not hit a band ceiling.

## **Learning & Development Support:**

This includes funding for suitable training if appropriate. If you are interested in any of our courses or qualifications, please refer to the L&D section for more details on page 20.

## **Season Ticket Loan Support:**

The Company will make interest free loans available for the purchase of season tickets for travel by rail (second class fare), bus or other approved transport. All permanent employees who have completed three months probationary period are eligible to apply. No employee will be allowed more than one loan in any period of twelve months (unless the first loan is repaid in full).



The loan will be made payable to a Rail Authority, Transport for London or other approved ticket issuing authority. Cheques cannot be made payable to employees or credit card companies. Loans are repayable by deduction from net monthly salary by equal instalments over a maximum 12-month period. The employee receiving the loan will remain responsible for complying with any conditions imposed by the carrier concerning use, loss, transfer, refunds etc. In the event of a loss of ticket, deductions will continue unabated until the original loan has been paid off.

In the case of termination of employment before the loan is repaid, the balance outstanding will be recovered from the employee's remaining salary and if this is insufficient by direct payment from the employee.

Sonic Healthcare UK reserves the right to refuse a season ticket loan at its discretion and the existence of this policy does not confer any rights on any persons to loan any advances against salary for other purposes. For more information please contact Payroll department.

### **Eye Test Support:**

Sonic Healthcare UK has an arrangement with Specsavers Opticians and the cost of an eye test will be invoiced to the Company. The Company will pay for no more than one eye test a year. This is available to employees who have passed their probation period and are on either a permanent or fixed term contract.

- Sonic Healthcare UK will pay for regular eye tests for staff who are identified as Visual Display Unit (VDU) users.
- Employees must request an eye test voucher through the HR Department.
- Occupational spectacles that are specifically designed for VDU use only, and where Specsavers Opticians report these as a necessity following an eye test, may be provided to you at a cost to the Company.
- For avoidance of doubt, no other type of spectacles or contact lenses will be provided under this arrangement and all Company sponsored eye tests will be undertaken at Specsavers.
- No re-imbusement will be made to you should you have an eye test prior to obtaining an eye test voucher from the HR Department.
- Should you request an eye test voucher and fail to use it before the end of its expiry date, the cost of the eye test voucher may be deducted from your salary.
- It may also affect your eligibility to receive further eye test vouchers should you fail to use the voucher before the expiry date.
- This is a non-contractual benefit and may be withdrawn at any time.



# Time Away From Work

## Annual Leave

The Company's holiday year operates from 1 April to 31 March. It is important that you take your holiday entitlement throughout the year so that you are adequately rested as no carryover leave is permitted. Holiday entitlement is set at either 23 or 28 days depending on contractual terms and conditions. Where an employee begins employment with 23 days, they will increase to 28 at five years' service.

In addition to annual leave, employees are allocated an allowance for public bank holidays. Depending on service requirements these will either be automatically allocated, or an allowance added into the annual leave balance for the employee to book time off.

Both annual leave, and bank holiday allowances are pro-rata for part time employees.

On termination of employment, employees are paid in lieu of accrued untaken holiday on a pro rata basis and at the rate of 1/260 of the basic annual salary for each untaken day's accrued holiday entitlement. If pro rata holiday entitlement has been overtaken the excess will be repayable to the company and may be deducted from any sums due to you.

Annual leave is subject to the following procedures:

- You shall not be entitled to carry forward any accrued holiday entitlement from one holiday year to another. Any leave allowance not used by 31st March will be forfeited.
- In order to ensure adequate annual leave booking across the year, your line manager may look to allocate annual leave dates. In these cases, notice will be given of any upcoming leave.
- For annual leave booking of over 2 consecutive weeks, Director approval must be sought.
- Holiday may not be taken without prior approval of your line manager. Any leave taken without manager approval will be classed as unauthorised and may result in disciplinary action.

## Incapacity to Work / Sickness

If you are unable to attend work due to illness or injury, you must contact your line manager on the first day of absence, prior to your start time, and inform them of the reason for your absence and its anticipated duration. You should also agree with your line manager when you will next update on your condition, this is will usually be daily (or, in the case of longer absences, weekly). Working from home should never be used as a substitute for sickness. Where an employee is too unwell to perform their duties then they would be absent due to sickness.

Text messages, voicemail or email are not acceptable ways of informing the Company of your absence. Sick pay is calculated in line with length of employment and runs from 1st April to 31st March:

- 0-3 months Statutory Sick Pay
- 3-12 months 5 days full pay
- 1 year onwards 20 days full pay

The above entitlements (apart from Statutory Sick Pay) remain at the absolute discretion of the Company and may be reduced or withdrawn by two weeks' notice to you. For Statutory Sick Pay purposes, your qualifying days shall be your normal working days. Company sick pay shall be reduced by any monies to which you are entitled in respect of Statutory Sick Pay, State or other benefits recoverable by you (whether or not recovered).

If you are absent from work for more than seven calendar days, you must provide your line manager with a certified Fit Note, signed by a registered medical practitioner, covering your period of absence. During your absence you must maintain regular contact with your line manager (regularity of these calls should be agreed between the employee and manager) and update on any changes to your condition or planned return date. All sickness absence will be managed in line with the Sonic Healthcare UK Sickness Absence Policy, and all employees will be expected to engage with this process. Failure to provide a Fit Note, maintain regular contact with your department or engage in the Sickness Absence Policy may result in disciplinary action.

Periods of absence due to self-elective medical treatment should be discussed in confidence with your line manager prior to embarking on such treatment. Such periods of absence will be treated as part of your holiday entitlement.

## Medical and Dental Appointments

Medical and dental appointments should be arranged for outside of working hours, however if you do require time away from the workplace to attend a medical appointment, this should be discussed with your line manager. Where an appointment is at the start or end of the day, or during a scheduled break time, your line manager may be able to agree a shift move to accommodate this or changing your shift to an alternative day. Where this is not possible for the department, annual leave should be requested for consideration by your manager.

### Further Leave Types

For information regarding further leave types please refer to Sonic Healthcare UK's employee policies. These include:

- Maternity
- Paternity
- Adoption and Parental Leave Policy
- Special Leave Policy

## Staff Development

A well-trained and educated workforce is core to the provision of a high-quality responsive service. Sonic Healthcare UK aims to ensure that all staff are trained to the highest standards and that each group of staff holds the most appropriate qualifications for their position.

All staff will receive the best internal training that we are able to provide. In addition, they will be encouraged to develop to their full potential by giving them access to appropriate training courses to meet business needs and commitment to a high-quality workforce. Each department will have a training lead (in laboratory departments these are typically referred to as training officers) your head of department will be able to advise who is the training lead for your department.

### Internal Learning Opportunities

We offer a range of internal courses to support staff in their performance and personal development. A learning catalogue is available on Sonic Learn which offers both open access eLearning that staff can undertake and a booking service for live workshops.

People-related issues should be dealt with by the manager as soon as possible. To help People managers do this we offer a range of "People Management workshops that can be booked on via Sonic Learn (which can be accessed at [www.soniclearn.com](http://www.soniclearn.com)).

We also support staff undertaking apprenticeships which allow staff to complete qualifications in a workplace setting. To be considered for an apprenticeship it must be relevant to the job that someone is doing, examples of apprenticeships include:

- Team Leadership
- Operational Management
- Business Administration
- Associate Project Management

### External Learning Opportunities

To support staff develop both within their role and wider career progressions staff are able to apply for support in a range of learning opportunities including undertaking qualifications and attending training days and conferences. Staff are able to apply for support (either financial or time out of work) via our application for training. The application is reviewed by local management and then sent to the learning and development team for final approval.

Any funding over £500 will require staff agreeing to a sliding repayment plan if you leave in the first 2 years after completing the course / qualification.

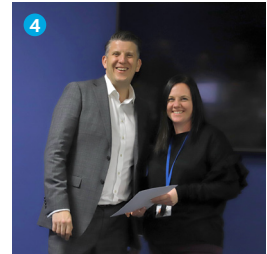
## Annual Joint Review (AJR)

Each year staff are expected to undertake an AJR (often referred to as an appraisal) in partnership with their manager. This offers an opportunity to have a 2-way conversation, feeding back on performance and future goals. Sonic Healthcare UK take AJRs very seriously as they are a means of planning the development of our staff.

## Sonic Training Academy

Sonic Healthcare UK set up the Sonic Training Academy in 2023 with the purpose of training our future Biomedical Scientists. The Academy recruits a cohort of trainee biomedical scientists who complete an IBMS accredited biomedical science degree over 4-year apprenticeship. Upon graduation we aim to deploy them into vacancies across our laboratory network.

For further details on any of the above sections, please refer to the Training Policy, available in QPulse or contact the L&D team at [training@tdlpathology.com](mailto:training@tdlpathology.com).



1. CEO David Bynre meeting Training Academy students
2. 'Preparing to Lead' senior management training
3. Sonic Connect training
4. Get It Right First Time (GIRFT) presentation in Manchester

## Occupational Health

Sonic Healthcare UK is committed to the safety and welfare of our employees whilst at work. The Company's occupational health services are provided by Medigold Health, who focus on ensuring staff are supported appropriately, ensuring that work in Sonic Healthcare UK fits the employees and that all employees can achieve their full capabilities at work.

All new employees across Sonic Healthcare UK will be requested to complete an occupational health questionnaire as part of their new starter pack to ensure appropriate support in relation to reasonable adjustments can be explored where needed. It is also important that employees in laboratory-based roles provide full details of their immunisation/ vaccination statuses so that Medigold can carry out an assessment on whether any further inoculations are required to be able to fulfil their contractual role.

### **Immunisations**

Medigold ensure that all required appointments for assessments / immunisations with a new starter are booked once they are in receipt of the completed questionnaire and information provided to a new starter within the contract pack. Please refer to the Occupational Health policy for further details.

### **Management Referrals**

There may be occasions where an employee may need to be referred to Occupational Health by their line managers - This process is a management referral. This may be when an employee has a high level of sickness absence or may require support with reasonable adjustments in their contractual role.

### **Nightworker Questionnaire**

Employees that work on a night shift are provided an opportunity to complete a Night Worker Questionnaire on an annual basis. The requirements of a role at night and the support readily available are often different to that of employees working in the day, so the aim of the form is to identify if there are areas where an employee may require support.

This form is optional. Upon completion of the form Medigold will review the document and you may be asked to complete a more detailed health assessment, which will be viewed by Medigold Health's Clinical Team.

### **Needlestick Cut or Splash of Hazardous Material Instructions**

In the event of a needlestick cut or splash incident, please report the details to your line manager in the first instance, ensuring that the required procedure of notification and escalation to the clinical resources team at Medigold is followed (record incident on [OHS-SSH-EXT-24](#)) following a visit to the nearest A&E.

### **Exposure to Blood Borne Viruses**

In the event of exposure to a blood borne virus, please ensure your line manager is notified in the first instance so that the required procedure can be followed. Ensure following an assessment, the BBV incident referral form is completed and sent to clinical resources team for an urgent referral. It is important to visit the nearest A&E as soon as possible following exposure.



# Commitment to Equity, Diversity & Inclusion

At Sonic Healthcare UK, we are committed to fostering an inclusive and diverse workplace where every individual is valued and respected. Our commitment to equity, diversity, and inclusion (EDI) is fundamental to our culture, driving innovation, collaboration and success.

Our Single Equality policy is available on our TDL and HSL websites.

## Equity

We strive to create a level playing field where everyone has equal opportunities for growth and success. Our policies and practices aim to eliminate barriers, ensuring fair access to resources, development, and advancement within the organisation. By championing equity, we empower individuals to reach their full potential.

## Diversity

We celebrate the unique perspectives, backgrounds, and experiences that each team member brings to Sonic Healthcare UK. Our diverse workforce is a source of strength, enriching our creativity and problem-solving capabilities. We actively seek and embrace differences, recognising that diversity is key to our collective success.

## Inclusion

Inclusion is woven into the fabric of our organisation. We cultivate an environment where all employees feel heard, valued, and included. We promote a culture of open communication, mutual respect, and collaboration, ensuring that diverse voices are not only heard but actively contribute to our decision making processes. Our Approach:

- **Education and Awareness** - We provide ongoing training to raise awareness of unconscious biases, promote cultural competence, and enhance understanding of diverse perspectives. This empowers both our management teams and employees to contribute to a more inclusive workplace.
- **Fair Policies and Practices** - Our policies and procedures are designed to be fair, transparent, and free from discrimination. We regularly review and update these policies to align with evolving EDI best practices.
- **Employee Resource Groups** - We support Employee Resource Groups (ERGs) that offer a platform for employees to connect, share experiences, and contribute to initiatives that promote diversity and inclusion within the organisation.
- **Continuous Improvement** - We are committed to continuous improvement in our EDI efforts. Regular assessments, surveys, and feedback mechanisms are in place to ensure that our workplace remains inclusive and supportive.

By embracing equity, diversity, and inclusion, we not only enrich our workplace but also strengthen our ability to serve our clients and communities. A fundamental belief at Sonic Healthcare UK is that we believe that fostering a diverse and inclusive environment is not just the right thing to do - it's essential for our growth and success. Welcome to a workplace where every voice matters!

## Impartiality

Impartiality means that the work we do and the decisions we make whilst undertaking duties at work cannot be compromised by other relationships. Relationships which can influence your decision making and cause you to act impartially, can be based on many things, such as, ownership, governance, management, personnel, shared resources, finances, contracts, marketing (including branding), and payment of a sales commission or other inducement for the referral of new laboratory users, etc.

This does not mean that if these relationships exist that the organisation is not impartial. It means that we need to understand if relationships exist, and what their impact is (if any) and if there is impact, mitigation is in place to address any risk to impartiality.

It's important that you declare to your manager any relationships which you feel could influence your impartiality whilst undertaking your duties at work. If your role is a key decision making one (e.g. management), you may be asked to complete a declaration of conflict of interest. Declarations of interest are monitored at an organisational level in order to identify and mitigate any risk to impartiality.

## Staff Representation at Work

### Information and Consultation Requirements

The Information and Consultation of Employees Regulations give employees the right to information and consultation on employment developments and substantial changes to work organisation.

The Regulations apply to all business with 50 or more employees. Due to the geographically dispersed nature of our business, we engage with our staff through a network of locally focused arrangements based round the work team, with staff selecting their own representatives for Health and Safety, and other consultative purposes.

### Trade Union Membership

You may or may not wish to exercise your right to belong to a Trade Union. There is no Collective Agreement in force that affects your employment. Trade Union representation is recognised on an individual basis. All workers have a statutory right to be accompanied by a fellow worker or a trade union official where they are required or invited by their employer to attend certain disciplinary or grievance hearings and when they make a reasonable request to be so accompanied.

### Partnership Group

Across the business Union and management representatives work together forming Partnership Groups with the aim of developing the success of the organisation and its colleagues. This is achieved by promoting and maintaining mutual trust and cooperation between the company, it's colleagues, staff representatives and the trade unions.



## Duty of Candour & Safeguarding

The duty of candour is the legal and ethical responsibility for health and care professionals to be open, honest, and transparent when communicating about an incident or harm caused to a patient.

The duty of candour promotes trust and accountability. It allows patients affected by an incident to fully understand what has happened and helps them make informed decisions regarding health matters. This contractual duty also helps foster a culture of learning from mistakes. This commitment to continuous improvement benefits both health and care professionals and their patients. This aligns with Sonic Healthcare UK's core value to be enthusiastic about continuous improvement.

Safeguarding is about taking responsibility for protecting the health, well-being and human rights of people who might be vulnerable to abuse. Everyone needs to be aware of the risks of abuse and how to respond to the warning signs

The Caldicott Guardian and Safe-guarding Lead for Sonic Healthcare UK is Chief Medical Officer, Dr. Rachael Liebmann who reminds us that in the event that something goes wrong: 'The patient comes first and not our personal or organisational ego. Put it right for the patient first before anything else, especially before explanations or excuses. Later, we can work out what happened and learn from it so we can reduce the risk of it happening again.'



If you have any concerns, please contact Dr Liebmann, in confidence at:

**rachael.liebmann@  
tdlpathology.com**

### Whistleblowing

"Whistleblowing" is the confidential disclosure by employees of any perceived or anticipated wrongdoing that they may encounter in the workplace. It is linked to the Public Interest Disclosures Act in 1998 (often called the "whistleblowing law") which provides protection for whistleblowers who report concerns about wrongdoing in the workplace.

We are committed to ensuring that staff feel comfortable and safe in speaking up and raising concerns in the workplace. The Company's whistleblowing policy demonstrates our commitment to safeguarding staff and patients and is available to all employees via the Company's website.



## Information Security

As an organisation, we prioritise Information security and compliance with GDPR, and it is a critical responsibility to protect and ensure patient safety, therefore all employees will be equipped with the necessary trainings and guidance during employment to ensure data privacy and security.

Information security is everyone's responsibility. All employees are expected to complete their Information Governance mandatory training within their first week of employment which comprises of an overview of Cybersecurity, Email Security and Data Protection. Supplementary to that, there's a set of relevant policies and standard procedures available to guide user behavior on the use, handling, processing, storage, and destruction of data. All staff are expected to read and understand these documents listed below. The list is not exhaustive.

- Any policy of the Company on data processing and protection from time to time in force.
- Any obligations of the Company under the GDPR and Data Protection Act 2018.
- The Company's Information Systems Security Policies including but not limited to:
  - Use of Email and their Encryption
  - Information Security Management System Policy
  - Password Policy
  - Clear Desk Clear Screen Policy
  - Data Breach Protocol
  - Access Control Policy
  - Acceptable Use Policy
  - Data Protection Policy
  - Information Classification
  - Business Continuity Management Policy and Pandemic Management Plan
  - Mobile Device Policy
  - AI Policy
  - Documentation Retention Times

## Confidentiality

Without prejudice to other obligations of confidence, you shall not, other than in the proper course of your employment, either during or after the termination of your employment, use, publish or otherwise disclose to any third party any confidential information relating to the Company and its Associated Companies. This includes any affairs, finances or business of Sonic Healthcare UK or their clients, patients, customers or suppliers or any other person or organisation to whom an obligation of confidentiality is owed, and which, for the avoidance of doubt, shall include without limitation:

- Lists or details of the Company and its Associated Companies, actual or potential patients, customers or clients
- Details of relationships or arrangements with or knowledge of the needs or requirements of the Company or its Associated Companies, actual or potential patients, clients or customers
- Information supplied in confidence by customers, patients, clients or any third party to which the Company or any of its Associated Companies, owes an obligation of confidentiality
- Information of a personal or otherwise sensitive nature, or of a confidential nature relating to fellow employees and/or Directors of the Company or of its Associated Companies
- Lists of and details of the Contracts with the Company or its Associated Companies' suppliers

- Details of the Company or its Associated Companies, business methods, finances, prices or pricing strategy, marketing or development plans, product development plans or strategies
- Confidential computer data
- Market research data

Employees must agree that during your employment by the Company, or subsequently, you will be responsible for protecting the confidentiality, integrity, and availability of all information and information processing and storage facilities which you have access to in the course of your work, you will not disclose to any unauthorised person matters of a confidential nature, or compromise the quality and accuracy of data and/or make information unavailable as at when needed. Any of these actions may damage the Company or its clients.

You agree not to use for your own purposes, or purposes other than those of the Company, any information, and devices you may acquire in relation to the Company's business or that of its clients.

You agree to adhere to our Data Protection Policy and associated policies, which will all be made available to you during employment and will be updated from time to time. Any employee who is exposed to a potential or actual conflict of interest with regard to confidentiality, integrity and availability of client or patient information must inform a director immediately.

## **Data Protection Responsibility**

In accordance with the Data Protection Act 2018, the Organisation is required to follow strict data protection principles when collecting and processing personal data relating to its employees in order to meet its obligation under your employment contract, all set out in the staff Privacy Notice. The Company holds a personnel file containing employee records which may include your job application, references, bank details, appraisals, and other personnel records. This information may include sensitive data relating to your health and data held will be used to manage employment relationships. It is held for personnel administration purposes and in particular to enable the Company to facilitate performance reviews, administer employee benefits and comply with its legal obligations.

## **Use of Mobile Devices, Internet and Email Security**

The Company is committed to ensuring that high standards are achieved and maintained in the information held on the IT systems and processed by the Company. The use of mobile devices; smartphones, tablets, and laptops, are important tools for the organisation and their use is supported to achieve business goals. However, they also represent a significant risk to the organisation if used incorrectly or through misuse. Details on what constitutes appropriate and correct use are detailed in the Mobile Device Policy available on Q-Pulse.



# Restrictions Including Intellectual Property

## Restrictions

Subject to any guidance issued by the Company, you shall not without the prior consent of the Company, directly or indirectly, receive or obtain any fee, commission or other payment or benefit whether in kind or otherwise, from any person or organisation as a consequence of business transacted by the Company or its Associated Companies or otherwise, as a result of your employment with the Company.

## Intellectual Property

Any intellectual property, including without limitation copyright, patents and trademarks, created by you during the course of your employment by the Company, whether or not on Company premises, shall belong to and remain the absolute property of the Company. Employees working in certain areas will be asked to sign a separate intellectual property deed.

## Presentation of Scientific Data / Academic Publications

Whilst the Company promotes the publication by staff of scientific papers / posters and abstracts as well as presentations by staff at scientific meetings it is important that the content of these is reviewed prior to release. Staff are asked to forward such material (PowerPoint slides for presentations, reports for publication etc) to our Chief Medical Officer, Dr Rachael Liebmann. The research portal allows for this to be done online.

Please contact the Research and Innovations team for further information:

[research@hslpathology.com](mailto:research@hslpathology.com).

## External Lecturing

Staff are supported in lecturing at education institutions, any request must be signed off by the Head of department. If there is any payment for this, staff have the option of either accepting payment but must take annual leave, or undertaking this during work time and the fee paid to the company.



## Company & Personal Property

The Company will make every effort to protect personal property; however, it cannot take responsibility for the loss or damage to any personal property brought onto its premises.

Staff should take all reasonable steps to protect Company property, avoid the misuse of equipment, use of facilities for personal business, and the wastage of materials. Any Company property or documentation (for example, laptop computers) which you are using are required to be looked after carefully and responsibly. For example, all Company property and documentation must be locked away in the boot of a car and not left on car seats etc.



## Declarations of Interest

Sonic Healthcare UK, and all Associated companies (as well as our employees) collaborate closely with other organisations. As such, we have a duty to ensure that all dealings are conducted to the highest standards of integrity.

The organisation follows good business practice and has robust controls in place to prevent bribery. In order to avoid complacency in this area it is important that all our employees, contractors and agents comply with our Declaration of Interest, Gifts and Hospitality Policy and Procedure.

The organisation is required to maintain proportionate and adequate procedures to mitigate the risk of bribery, in accordance with the Bribery Act 2010. Failure to adhere to the policy and expectations of the organisation may result in a reminder of compliance expectations, additional training or disciplinary action.



## Disclaimer

This handbook is designed to familiarise you with Sonic Healthcare UK's brand, policies, procedures and guidelines, all of which provide important information to ensure your employment with Sonic Healthcare UK is successful. This handbook is not intended to be 100% comprehensive, and it's not meant to address every application of, or exception to, the general policies and procedures described.

We want to ensure you have the information you need to succeed at Sonic Healthcare UK. If you have questions about the handbook or any of the content within, please contact your line manager in the first instance.

This handbook is not a contract for employment, express or implied, and it does not guarantee any fixed terms and conditions of your employment. All employment with the Company is "at will," which means that the Company or the employee may terminate the employment relationship at any time, with or without cause. It is expected that all staff familiarise themselves and adhere to policies and procedures throughout their contract of employment with Sonic Healthcare UK.

We strive to ensure our handbook remains up to date at all times. To achieve this, the policies and procedures, and benefits described within this handbook may be altered or discontinued from time to time. Although we will try to communicate changes with you when they occur, a policy may be changed or removed without notice. The most current version of the handbook supersedes all previous versions.



## Useful Contacts

### HSL Switchboard:

+44 (0) 207 307 9400

### TDL Switchboard:

+44 (0) 207 307 7373

### HR Department:

+44 (0) 203 912 0278

### Payroll Department:

+44 (0) 207 460 4807

### Email Addresses:

**HSL Queries** - [hslhr@hslpathology.com](mailto:hslhr@hslpathology.com)

**TDL Queries** - [hr@tdlpathology.com](mailto:hr@tdlpathology.com)

**HR System Related Question** - [hssystem@tdlpathology.com](mailto:hssystem@tdlpathology.com)

**Occupational Health** - [occupational.health@tdlpathology.com](mailto:occupational.health@tdlpathology.com)

**Learning & Development** - [training@tdlpathology.com](mailto:training@tdlpathology.com)

**Payroll Queries** - [payroll@tdlpathology.com](mailto:payroll@tdlpathology.com) or [payroll@hslpathology.com](mailto:payroll@hslpathology.com)



SONIC HEALTHCARE  
UK

All Rights Reserved | © 2024