

Ref: FOI2024-044

23 September 2024

Further to our previous correspondence regarding your request for the following information:
Applicant's Request:

Could you provide copies of the following documents.

- *Template of the employment contract issued to new employees*
- *Your pay policy*
- *Your maternity policy*
- *Your paternity policy*
- *Your pay bands / grades / scales for the years 2022-23 and 2023-24*

Could you also confirm:

- *The number of days annual leave offered to new employees, and explain how this increases over time.*
- *Whether employees are allowed to buy and sell annual leave.
If so, how many days?*
- *How many days of annual leave employees can carry over from one year to the next?*
- *The number of days employees are allowed to volunteer for (paid)?*
- *The number of days employees are allowed to volunteer for (unpaid)?*
- *Sickness entitlement of employees e.g. months paid at the full rate, half rate, , what qualifying period?*
- *Whether the organisation closes between Xmas and New Year?
If so, whether the days between Xmas and New Year are part of your employees annual leave allowance?*
- *% employer pension contributions*
- *% employee pension contributions*

Your request has been handled as a request for information under the Freedom of Information Act 2000 (the Act).

A search for the requested information within the AWE has now been completed, and we can confirm that information in scope of your request is held.

We are able to disclose the following information:

For the pay grade, policy and contract documents requested please see the attached.

Please note that AWE does not have a pay policy, however this is covered in section 6 of the employment contracts. There are separate employment contracts for A to C grade employees (who are covered by collective bargaining) and D grades (senior leadership - who are outside of collective bargaining).

We will now answer the additional points in turn:

- i. AWE allocates annual leave in hours. Standard contractual leave offer is 270 hours per annum, including Bank Holidays. It does not increase with time served.
- ii. Employees are not permitted to buy or sell annual leave.
- iii. Employees are allowed to carry up to 74 hours (pro-rated if part time)
- iv. Employees are allowed 3 days paid per annum for volunteering
- v. Under AWE's Special Leave Provision – employees are allowed 5 days unpaid to volunteer.
- vi. Employee's sickness entitlement is 6 months full pay; up to 60 months thereafter at 55% of pay, subject to meeting the incapacity criteria for absence.
- vii. The organisation closes between Christmas and New year and employees have leave allowance to cover the days between Christmas and New year.
- viii. Regarding the percentages for employer/employee pension contributions please see the table below:

This is a Group Personal Pension Plan (defined contribution):

You choose to pay	Company contribution
3%	9.0%
4%	10.0%
5%	10.5%
6%	11.5%
7%	12.0%
8% or more	13.0%

Please remember to quote the reference number above in any future communications. If you have any queries regarding the content of this letter, please contact this office in the first instance.

If you are unhappy with the way your request has been handled you have a right to request an internal review within 40 days of receiving this letter, by writing to information.requests@awe.co.uk or our postal address: Information Requests Team, AWE Aldermaston, Reading, RG7 4PR. If you are still unhappy after an internal review has been completed, under the provisions of Section 50 of the Freedom of Information Act 2000 you have the right to take your complaint to the Information Commissioner's Office. Please note the Commissioner will generally not consider a complaint until you have exhausted AWE's internal complaints process.

Yours sincerely,

AWE Information Requests Team

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1 Purpose

The objective of this Procedure is to outline the Maternity Leave and Pay arrangements that AWE offers to its employees. In many cases these are more generous than the statutory requirements, but in all cases, the statutory requirements underpin the procedure. The statutory qualifying criteria are applicable and the statutory notification timescales must be adhered to. It should be read in conjunction with the Shared Parental Leave Procedure¹ and the Maternity, Adoption and Shared Parental Leave Procedure².

2 Applicability

This procedure applies to all employees who meet the eligibility criteria as outlined in this document.

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4 Responsibilities

Employees are responsible for:

- Familiarising themselves with the contents of this procedure as soon as it is applicable to them;
- Ensuring they meet the qualifying criteria;

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- Ensuring they abide by the timescales outlined in the procedure for notification purposes and submission of forms;
- Completing and returning the required forms and submitting any other required proof of eligibility as described in this procedure.

5 Method

5.1 Principles

In all cases, employees must speak to Ask HR before taking any further steps in relation to booking Maternity Leave.

Please note, any reference to “a week” throughout this procedure refers to a calendar week of 7 days whatever number of days an employee would normally work, or would be due to work, in that week.

Employed birth parents are entitled to 52 weeks of Maternity Leave and contractual and/or Statutory Maternity Pay.

The first 2 weeks after the birth of a baby must be taken as Maternity Leave by the birth parent. These 2 weeks cannot be shared.

Employees may also be entitled to Shared Parental Leave. (See the Shared Parental Leave Procedure¹).

5.2 Eligibility for Maternity Leave and Pay

To be eligible for Occupational and Statutory Maternity Leave and Pay employees must:

- have 26 weeks continuous service continuing into the 15th week before the expected week of childbirth, the “qualifying week.”

The Maternity Leave section of the Parental Leave Application Form must be completed confirming:

- the Maternity Leave start date; and
- that the employee will return to work following Maternity Leave for a minimum period of 3 months.

This must be completed before the end of the 15th week before the date the baby is due and sent to AskHR. The MAT B1 form, given by the midwife or GP around weeks 20 to 24, must be sent to Ask HR and Payroll as soon as it is received. The MAT B1 form must not be dated before the 20th week of the employee’s pregnancy.

If the employee decides not to return to work following the birth of the baby, they will still be entitled to Statutory Maternity Leave and may be entitled to Statutory Maternity Pay.

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5.3 Statutory Maternity Leave

All pregnant employees, regardless of length of service, are entitled to up to 52 weeks Maternity Leave.

5.4 Occupational Maternity Pay

Provided an employee meets the eligibility criteria described above, AWE will pay Occupational Maternity Pay (OMP) for 39 weeks at full pay (basic monthly pay plus any fixed allowances), this includes any entitlement to Statutory Maternity Pay.

In addition to this, employees are entitled to a further 13 weeks unpaid leave, giving a total of up to 52 weeks leave. (Employees should ensure they read the section concerning the pension scheme in the Maternity, Adoption and Shared Parental Leave Procedure²).

If an employee does not return to work within 3 months of the end of Maternity Leave, any Occupational Maternity Pay (OMP) paid above Statutory Maternity Pay must be repaid to AWE. Therefore, if an employee meets the criteria for OMP but does not plan to return to work, opting for Statutory Maternity Pay (SMP) only may be an option to consider. SMP is payable if the employee meets the eligibility criteria described above.

Please note Statutory Maternity Pay is based on “average weekly earnings” and is calculated during weeks 17 to 25 of pregnancy. This is referred to as the calculation period. In reality this means the Maternity Pay calculation will be based on the pay in the last two pay periods before the 15th week before the baby is due. If the employee has entered into a salary sacrifice agreement, such as “Childcare Vouchers Direct” or “Employee Salary Exchange”, their gross salary will be reduced by the amount of their annual salary sacrifice and the Statutory Maternity Pay will be calculated on normal weekly earnings using their reduced gross pay. If a pay award is granted which is effective from any time from a date between the start of the period used to calculate the OMP and the end of the maternity leave, the average weekly earnings will be re-calculated taking account of the pay rise, and any arrears of OMP will be paid.

5.5 Statutory Maternity Pay (SMP)

The employee must give notice in writing to their Line Manager of the date that they intend to start maternity leave. This must be done by the beginning of the 15th week before the expected date of childbirth by completing the Maternity Leave section of the Parental Leave Application Form on Service Now. This should be sent to Ask HR. The MAT B1, given by the midwife or GP between weeks 20 to 24, must be sent to Ask HR and Payroll as soon as it is received.

SMP is payable at the following rates:

- a) 6 weeks’ pay at 90% of average earnings (or at the lower rate of SMP, whichever is greater);
- b) 33 weeks at the lower rate of SMP (or less if this exceeds the usual weekly earnings).

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In addition to this, an employee may take a further 13 weeks unpaid leave giving a total of up to 52 weeks leave.

If the employee decides to leave AWE, they may opt to receive SMP either in a lump sum or on a monthly basis. To do this they must contact Payroll and complete a form indicating their preference. If the employee does not indicate their preference the payments will be made on a monthly basis direct to their bank account. Whilst receiving SMP, either paid monthly or paid up-front in a lump sum, an employee may not start work with another Company. If the employee decides to start another job, they must either notify AWE so that the SMP payments can stop, or they can re-pay any SMP that has been paid in advance.

(*note: employment will end on the date indicated by the employee, for example, the last day before maternity leave starts. SMP can still be paid through Payroll but this does not indicate continuity of employment past the termination date).

If the employee chooses not to return to work notice must be given in accordance with the contract of employment.

5.6 Maternity Allowance

If an employee does not qualify for Occupational or Statutory Maternity Pay and/or they do not wish to return to work and do not qualify for SMP, they may be eligible for Maternity Allowance which is paid directly by the Department of Work and Pensions (DWP).

If an employee is excluded from SMP, Payroll will issue form SMP1 and return the original MAT B1 as these documents are required by the DWP when paying Maternity Allowance.

5.7 Time Off for Antenatal Care

Employees have a right to time off for antenatal care providing they are able to demonstrate they have an appointment and the request for time off is made in advance of this. Antenatal care may include appointments with a GP or midwife, parent craft classes, pregnancy yoga, and relaxation classes. As far as possible, it is expected that appointments will be made to cause least inconvenience at work.

5.8 Starting Maternity Leave

Maternity Leave may start at the beginning of the 11th week before the expected date of childbirth. However, Maternity Leave can start at any time after this up to the expected date of childbirth.

Employees must notify their Line Manager and Ask HR, in writing, of their intention to take Maternity Leave by completing the Parental Leave Application Form on Service Now at the latest 15 weeks before the date the baby is due. On this form the week in which the baby is due to be born and the date on which the employee plans to start Maternity Leave to start must be completed. If,

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in the 4 weeks before the baby is due, the employee is off work with a pregnancy-related illness, Maternity Leave automatically begins on the day after the first day of absence.

5.9 Changing the Maternity Leave Start Date

To change the start date for Maternity Leave, 28 days' notice must be given in writing of the new intended start date. In the interests of health and safety, if an employee wishes to postpone the start of their Maternity Leave to a time within the last 4 weeks of pregnancy, they may be required to provide a doctor's certificate confirming that they are fit to work, possibly until a date specified on the certificate.

5.10 Premature babies

If the baby is born early, including prior to the 11th week before the expected week of childbirth, Maternity Leave and Maternity Pay start on the day after the baby is born. Evidence, for example the birth certificate, must be supplied within 21 days after the date of birth, or as soon afterwards as possible. Sickness prior to this, supported by a Statement of Fitness to Work ("Fit Note") or self-certified, will be treated as sickness absence in accordance with the normal arrangements for sick leave. If annual leave is planned before the baby is due and the baby is born early, Maternity Leave will start immediately on the day after the day the baby is born. Any remaining annual leave will be carried forward to the next leave year and will be added to the leave entitlement for the coming year and any leave that the employee had already planned to carry forward.

5.11 Sickness and Maternity Leave

Sickness before the 11th week before the expected week of childbirth, supported by a Statement of Fitness to Work or self-certificate, will be treated as sick leave in accordance with the normal arrangements for sick leave³.

If the employee continues to work beyond the 11th week and has an illness not related to their pregnancy, the absence will be treated under normal sick arrangements.

However, if the illness is pregnancy-related either:

- if the employee is off on long-term sick leave, when they reach the date 4 weeks before their expected date of birth, or
- if they become ill and there are fewer than 4 weeks before the expected date of delivery, then Maternity Leave will be regarded as having started on the day after the first complete day of absence.

Occasional days of sickness not related to pregnancy during this period will not trigger Maternity Leave.

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5.12 Still Birth and Miscarriage

If a miscarriage is suffered before 24 weeks of pregnancy, there is no entitlement to Maternity Leave or Maternity Pay. However, an employee may be entitled to sick pay in accordance with the normal sick pay arrangements⁵.

If the baby is still born after 24 weeks of pregnancy the employee will still be eligible for Maternity Leave and Pay but will have to provide the MAT B1 form.

5.13 KIT Days

During maternity leave, the employee and their Line Manager have the option to agree up to 10 “Keeping in Touch” days. Neither party has a right to insist on these days – they are optional, and both the employee and their Line Manager must agree them. The Line Manager may use the days to update the employee on developments at work or to invite them to attend occasional team meetings, team events or training sessions. KIT Days may also be used for any activity which would ordinarily be classed as work under the contract. The employee’s Task Manager may also liaise with the Line Manager and the employee on the use of some KIT Days to keep the employee up to date with their work area or changes to the work area. KIT Days must be used during the Maternity Leave period or during Shared Parental Leave but may not be added on to the end of the period to lengthen it.

Payment for these days is based on a normal day’s pay. In no circumstances will payment for these days be more than the employee would normally earn and nor should they be better off as a result of being paid for a KIT Day. The entitlement is 10 KIT days; this is either 10 whole days, 10 half days, or a combination of both, but would not include 20 half days. Working for part of a day or even a couple of hours will use up one of the 10 KIT Days. Payment will be for the full day regardless of the amount of time the employee has been in work for.

Payment will be on notification of the days attended. Their Line Manager should enter the information into Workday once the KIT Day has been worked. The Keeping in Touch Days Checklist⁴ should be used, to provisionally agree, in advance, the days the employee would like to come in and the purposes for which they would like their Line Manager to keep in touch.

If KIT Days are taken during the period of time when an employee is receiving full OMP (the first 39 weeks of Maternity Leave), they will not receive any additional payment. If they attend work during the period of SMP, they will receive a normal day’s pay minus SMP for that day. If they attend work during the period of unpaid Maternity Leave, they will receive a normal day’s pay. A KIT Day may not be taken during the first 2 weeks after the baby is born.

Employees should make suitable arrangements for childcare during KIT Days. The Company will not contribute towards any costs incurred for childcare during a KIT Day.

“A day” in this context is a normal working day of 8.25 hours (Monday to Thursday) or 8 hours on a Friday and half a day is half of this, for a full-time employee. Normal hours for a part-time employee or someone not working standard hours would be their contractual hours for any given day.

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5.14 Annual Leave

An employee will continue to accrue both statutory and contractual annual leave during paid and unpaid Maternity Leave.

Where an employee returns to work near to the end of the annual leave year i.e., after 30th September, any accrued annual leave can be carried over in excess of the carryover limit applicable. Carried over leave in excess of the limit must be used within the first three months of the next leave year.

5.15 Return to Work

At the end of the period of ordinary Maternity Leave (the first 26 weeks) an employee is entitled to return to the same job on the same terms and conditions as if they had not been absent. At the end of additional Maternity Leave (leave from week 27 to 52) the employee should be offered their old job back unless this is not reasonably practical. If it is not reasonably practical, they must be offered a job that is suitable and appropriate in the circumstances, on the same terms and conditions as the old job e.g. payment must be at least the same as the old job.

Within 28 days of initially being contacted by the employee, Ask HR will notify them of the date when their additional maternity leave ends. They must notify their Line Manager and Ask HR of the date they intend to return to work using the Maternity, Adoption and Shared Parental Leave Return to Work Form⁵. The employee is expected to return to work on the date they have specified.

In order to vary the intended return to work date, an employee must give a minimum of 8 weeks written notice. If 8 weeks' notice is not given, the Company has the right to postpone the return to work until the 8 weeks have elapsed, or until the ordinary Maternity Leave has expired with pay being at the rate applicable at that time, which could include nil pay.

If the employee returns to work before 39 weeks and has one week's worth of unpaid KIT days remaining (5 days), they can continue to claim SMP. On the payslip this will show as SMP, although the employee has returned to work, and they will actually receive full pay (which will include SMP payment at the lower rate).

The compulsory return to work regulations prohibit the return to work of an employee within 2 weeks of the date of childbirth.

A risk assessment should be carried out by the employee and their Line Manager on the return to work if the employee is breastfeeding. This is to comply with legislation and ensure the environment is suitable for a breastfeeding parent.

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5.16 Change of Circumstances

Any changes to personal circumstances, including becoming a parent, should be notified to Personnel Security in order to maintain security vetting and may need to be reported to UKSV to ensure the continuation of security clearance. Further information can be found in the Maintaining your Security Clearance Procedure⁶.

6 References

Repository	Registry Number	Title
1. Company Management System	[REDACTED]	Shared Parental Leave Procedure
2. Company Management System	[REDACTED]	Maternity, Adoption and Shared Parental Leave Procedure
3. Company Management System	[REDACTED]	Leave, Absence & Attendance Standard
4. Company Management System	[REDACTED]	Keeping in Touch Days Checklist
5. Company Management System	[REDACTED]	Maternity, Adoption and Shared Parental Leave Return to Work Form
6. Company Management System	[REDACTED]	Maintaining your Security Clearance

7 Change History

Previous Issue No and Date	Revisions Made
8.4 July 2022	Changed Occupational Maternity Pay entitlement for weeks 21-39 from SMP to Full Pay
8.3 April 2022	Changed payroll contact details to Ask HR and review of paid entitlement to antenatal appointments wording. Added inclusion on Coulport employees to the applicability section.
8.2 November 2021	Reviewed for Payroll project. Amends made to KIT Day form and KIT payment dates.
8.1, November 2017	Template updated. Terminology changed from Policy to Procedure Added in accrual of statutory and contractual annual leave during periods of paid/unpaid Maternity Leave

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	Added Change of Circumstances section
8.0, June 2017.	The paragraph concerning premature babies updated to confirm any planned leave that cannot be taken due to a premature birth will be carried forward into the next leave year.

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1 Purpose

The objective of this Procedure is to outline the Paternity Leave arrangements that AWE offers to its employees. In many cases these are more generous than the statutory requirements, but in all cases, the statutory requirements underpin the procedure. The statutory qualifying criteria are applicable and the statutory notification timescales must be adhered to. It should be read in conjunction with the Shared Parental Leave Procedure¹ and the Maternity, Adoption and Shared Parental Leave Procedure².

2 Applicability

This procedure applies to all employees who meet the eligibility criteria as outlined in the procedure including Coulport Employees. However certain provisions do not apply to those who transferred from Dstl in April 2024 and hold a legacy Dstl contract. If you are part of this transferred group, please refer to your Dstl policy.

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4 Responsibilities

Employees are responsible for:

- Familiarising themselves with the contents of this procedure as soon as it is applicable to them;
- Ensuring they meet the qualifying criteria;
- Ensuring they abide by the timescales outlined in the procedure for notification purposes and submission of forms;
- Completing and returning the required forms and submitting any other required proof of eligibility as described in this procedure.

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5 Method

In all cases, employees must speak to AskHR before taking any further steps in relation to booking Paternity Leave.

5.1 Entitlement

Subject to meeting eligibility criteria (see 5.2), employees are entitled to Paternity Leave of 4 weeks at full pay (Occupational Paternity Pay).

Paternity Leave is to be taken wholly within 1 calendar year after the child is born or adopted.

The Paternity Leave can be taken in discontinuous blocks of whole weeks (one week is 7 calendar days). It cannot be split into any period of less than 7 calendar days.

Employees may also be entitled to Shared Parental Leave (see the Shared Parental Leave Procedure¹).

5.2 Eligibility Criteria and Notification Requirements

The entitlement to Paternity Leave applies if the employee:

- is the biological parent of the child or the birth parent’s partner, **or**
- is living with the birth parent in an enduring family relationship but not an immediate relative, **or**
- is the adoptive parent of the child and not the primary carer (and therefore does not elect to take adoption leave), **and**
- will have responsibility for the child’s upbringing, **and**
- will take time off either to support the birth parent or to care for the new child.

To be eligible for Paternity Leave you must be a current employee with the Company and have at least 26 weeks continuous service by the end of the 15th week before the expected week of childbirth or the Matching Date (adoption), the “qualifying week.”

To make a claim for Paternity Leave you should notify your Line Manager and AskHR as soon as possible, ideally by the 15th week before the date the baby is due. You, or with assistance from you Line Manager if required, must state, in writing, using the Paternity Leave request form on the AskHR Service Centre:

- a. Your intention to take Paternity Leave;
- b. The date the baby is due;
- c. When you want Paternity Leave to start;
- d. How much Paternity Leave you want to take; and
- e. When Paternity Leave will be taken.

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The Line Manager must be made aware before submitting the request on the AskHR Service Centre. At notification stage, only the expected date of birth has to be notified if taking the Paternity Leave in one block at the point of the birth. The notification of the actual dates of leave must be made to AskHR, via the AskHR Service Centre, at the point of the leave being taken.

5.3 Paternity Leave

Employees are entitled to take up to 4 weeks' leave within the first year after the baby is born or placed. The Company must be informed as to whether one, two, three or four weeks leave will be taken (7, 14, 21, or 28 days). The leave must be completed before the child's first birthday or the first anniversary of placement.

Leave may start on the date of the baby's birth or placement date. The employee should specify that they would like leave to start on the date of the child's birth or placement on the AskHR Service Centre request form. If an employee wishes to change the dates of their Paternity Leave, they can do so with 28 days' notice into the AskHR Service Centre.

Paternity Leave cannot start until, at the earliest, the day the baby is born or is placed.

If the baby is born before the expected due date the employee can choose to take leave from the day the baby is born up to their first birthday.

If more than one child is born (multiple birth), the maximum Paternity Leave that can be taken is 4 weeks.

If there is a delay in notifying AskHR and the Line Manager of the intention to take Paternity Leave that means there is no time for some or all of the Paternity Leave to be taken because the 1 year will be up, the right to take some or all of the Paternity Leave will be lost. This means that an employee must make sure they can fit their requested leave (up to 28 days) within the year after the baby is born or placed.

If an employee fails to notify AskHR before taking Paternity Leave, the employee will not be entitled to Paternity Leave. In this case the time off will either be unpaid or will have to be covered by annual leave. If it is unpaid leave and the monthly payroll has been run, Payroll will recover any overpayment in full from the employee's next monthly pay and Payroll will notify the employee.

5.4 Occupational Paternity Pay

To qualify for Occupational Paternity Pay (OPP) employees must meet the criteria given in the eligibility section above.

OPP consists basic weekly pay plus any fixed allowances.

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If you qualify for Statutory Paternity Pay (SPP), this will be paid as part of OPP; this is not paid in addition to OPP.

Please note, if a salary sacrifice agreement has been entered into for benefit selections such as Childcare Vouchers or Pension, refer to the My Choice Operating Rules on the Portal.

Any payments made to you by the Company will be paid into the employee’s bank account on the same date that their salary would have been payable and will be subject to statutory deductions, including tax and National Insurance, in the usual way.

5.5 Annual Leave

All contractual benefits continue to accrue during Paternity Leave, including the entitlement to annual leave and bank holidays.

If a bank or public holiday falls during the period of Paternity Leave, the employee will still be entitled to Paternity Leave not counting the bank or public holiday. Any Bank Holiday leave request in Workday should be cancelled, and the annual leave hours will be available to be taken at a future date within the same calendar year. Employees may wish to consider the timing of taking Paternity Leave in light of the requirement to take annual leave over the Winter Shutdown period.

You may take annual leave immediately before any or all of your Paternity Leave is taken and may also add annual leave on to any period of Paternity Leave.

5.6 9-Day Fortnight

As AWE’s standard working arrangement is a 9-day fortnight, if an employee chooses to take a week’s Paternity Leave in a week which includes a non-working Friday they will not be compensated with an extra day’s leave.

Other roles and sites e.g., Coulport, may have different working patterns that apply. Please contact AskHR for further information.

5.7 Right to Time Off for Ante-Natal Appointments

You have the right to paid time off to accompany an expectant birth parent at antenatal appointments. Antenatal care may include appointments with a GP or midwife, parent craft classes, pregnancy yoga, and relaxation classes. As far as possible, it is expected that appointments will be made to cause least inconvenience at work.

There is no qualifying period of employment before you can exercise this right. You should record this as Paid Absence (E3599) on your timecard and on Workday it should be recorded as Medical Appointments and Ante-natal as the reason, and enter the type of appointment in the comments.

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Date: April 2024 Issue: 8.1	Company Management System Procedure Document Paternity Leave Procedure	Owner / Primary Contact: [REDACTED]

5.8 Paternity Leave and Shared Parental Leave

Employees who are planning to take Paternity Leave and Shared Parental Leave (SPL) would be advised to plan to take all their Paternity Leave first. The right to take Paternity Leave and receive Paternity Pay will be lost if Shared Parental Leave is taken before all Paternity Leave is taken.

Employees should also be aware that if they have given notice to start SPL after their baby is born, and the baby is born later than the expected week of childbirth and this does not leave four weeks of time in which to take Paternity Leave before the notified SPL start date, the employee will lose the opportunity to take some, or all, of their Paternity Leave. Employees would be advised to ensure that any plans should take into account that the baby could be up to 2 weeks' late.

5.9 Change of Circumstances

Any changes to personal circumstances, including becoming a parent, should be notified to Personnel Security in order to maintain security vetting and may need to be reported to UKSV to ensure the continuation of security clearance. Further information can be found in the Maintaining your Security Clearance Procedure³.

6 References

Repository	Registry Number	Title
1. Company Management System	[REDACTED]	Shared Parental Leave Procedure
2. Company Management System	[REDACTED]	Maternity, Adoption and Shared Parental Leave Procedure
3. Company Management System	[REDACTED]	Maintaining your Security Clearance Procedure

7 Change History

Previous Issue No and Date	Revisions Made
8.0, September 2023	Applicability wording update as part of the Dstl TUPE
7.0, June 2017	Sentence added to section 5.3, Paternity Leave, concerning an early birth and late notification.
7.1, July 2018	Template updated. Terminology changed from Policy to Procedure Added in accrual of statutory and contractual annual leave during periods of paid/unpaid Paternity Leave

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<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> Date: April 2024 Issue: 8.1	Company Management System Procedure Document Paternity Leave Procedure	Owner / Primary Contact: <div style="background-color: black; width: 80px; height: 15px; margin: 0 auto;"></div>

7.2 April 2022	Changed references from Payroll to Ask HR. Entitlement to attend antenatal appointments updated to paid time. Applicability to include Coulport Employees
7.3, June 2022	Updated process for booking leave for paternity appointments from 'Special leave – other' to Special leave – medical appointments'
7.4, August 2023	Change entitlement

[Now in Human Resources - Policy & Procedure - HR - Current Documents \(sharepoint.com\) > Terms & Conditions \(Contracts\) \(All sites\)](#)

A-C Grade Terms and Conditions Template

Updated August 2024

This document is intended as a template to be inserted into our Offer Management tools in Workday. The template should be used to work up an offer and sign off before processing by the HR Processing team.

ALL WRITING HIGHLIGHTED IN RED SHOULD BE COMPLETED, DELETED OR AMENDED AS APPROPRIATE

ALL areas where the above applies must be thoroughly checked during the approval process as cannot be easily amended once in Workday System.

IMPORTANT: THIS DOCUMENT IS READ ONLY AND YOU CANNOT EDIT, IN ORDER TO EDIT IT PLEASE SAVE TO SUITABLE SHAREPOINT LOCATION

It is intended that all offers should follow the Workday candidate onboarding and acceptance in System. Workday uses its own system font that is not changeable, however should manual offer be used, Font should be Calibri Size 12.

Please note that the formatting of the Evolve Graduate Terms and Conditions differs from the formatting in other Workday templates as it uses numbered paragraphs and sub-paragraphs rather than bullet points. However, unless specifically detailed in this document, the content within the sections remains the same as that within the other Workday templates.

PRINCIPAL STATEMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

This statement of terms and conditions of employment is given to you by AWE plc in accordance with the Employment Rights Act 1996.

1. Parties

This contract is made between:

AWE plc whose registered office is at Room 20, Building F161.2, Aldermaston, Reading, Berkshire, RG7 4PR, known hereafter as “the Company”

And

FULL NAME, ADDRESS

2. **A&B SITE** Duties **COULPORT** JOB TITLE

You will be employed as **JOB TITLE** and your normal duties are set out in the job/position profile as amended from time to time and consist of those duties that are associated with such employment and other such duties as are appropriate. The Company reserves the right to alter either your job title, scope of responsibilities or reporting line in consultation with you.

A&B SITE The purpose of your role is to contribute to the successful delivery of AWE plans and objectives as amended from time to time and in particular to support production.

You shall:

- Unless prevented by incapacity, devote the whole of your time, attention and abilities to the business of the Company;
- Diligently exercise such powers and perform such duties as may from time to time be assigned to you by the Company;
- Comply with all reasonable and lawful directions given to you by the Company;
- Report your own wrongdoing and any wrongdoing or proposed wrongdoing of any other employee, director, agent or contractor of the Company to the Company immediately on becoming aware of it;
- Consent to the Company monitoring and recording any use that you make of the Company’s electronic communications systems for the purpose of ensuring that the Company’s rules are being complied with and for legitimate business purposes;
- Comply with the Company’s anti-corruption and bribery policy and related procedures at all times;

- Comply with any rules, policies and procedures of AWE as amended from time to time, copies of which are available from your line manager or on the Human Resources page on the Company portal. These rules, policies and procedures do not form part of this agreement and the Company may amend them at any time. To the extent that there is any conflict between the terms of this agreement and the rules, policies and procedures, this agreement shall prevail.

OPTION FOR APPRENTICES During your period of training your progress and development will be assessed regularly and you will be required to achieve and maintain declared standards of technical, academic knowledge and conduct. You may be required to follow an appropriate course of academic study and day release or similar arrangements at a designated local college. Whilst at college you are on duty and the same rules apply.

QUERY – Assumption made this is for apprentices as not clear on Grad/Apprentice TE003 template

3. Commencement Date

- The effective date of this agreement and the start for the purposes of continuous employment is the date you join the Company.

OPTION FOR APPRENTICES It is the intention that the company will offer continuous permanent employment at the end of your training period.

OPTION FOR FIXED TERM OFFERS Subject to the provisions below, this contract is for a fixed term of **XX** months. Your contract will automatically expire **XX** months from your contract commencement date unless otherwise agreed in writing between you and the organisation. As your commencement date will be subject to security clearance and pre-employment checks, the exact start date and termination date will be confirmed in writing following successful completion of this process.

OPTION FOR GRADS (Evolve)

3.1 The effective date of this agreement and the start for the purposes of continuous employment is the date you join the Company which is expected to be **xxxx**. It is the intention that the company will offer continuous employment at the end of your training period.

3.2 You will be expected to remain on this programme for a period of two years from the start date.

3.3 Any graduate trainees who take up a substantive role before the two-year period is complete will be removed from the graduate programme and may be liable to return any benefits associated with the scheme e.g. welcome payments.

3.4 During your time on the programme you will be bound by this principal statement of terms and conditions.

3.5 Upon successful completion of the Graduate Programme you will move into a substantive role and be issued with a new principal statement of terms and conditions, in line with the standard terms.

4. Place of Work **COULPORT** PLACE OF WORK AND FLEXIBILITY

Non – Coulport sites

- AWE is a multi-locational organisation and your place of work is detailed in your offer letter.
- In the course of your employment, you may be required to travel to work in other locations within the United Kingdom or overseas on a temporary basis. For details on applicable expenses/allowances, you are referred to the AWE Travel and Expenses Policy (or such other policies as communicated to you from time to time).
- You may be required to work in other locations on a temporary assignment or permanent basis. Where applicable, temporary assignment or permanent relocation support will be available, and the relevant policies and arrangements in place will be discussed with you at that time.
- During your employment you shall not, without your prior agreement, be required to work outside the UK for any continuous period of more than one month.
- Dependent on role and capability, you may be required to work in any area of any site operated by the Company, including areas where special health and safety regulations are in operation.
- In addition, you may be required to be flexible during your term of employment at AWE to meet operational, National Security, legal and contractual obligations to third parties.

COULPORT (Industrial)

Your normal place of work will be Coulport. From time to time it may be necessary to work at other places within the United Kingdom or overseas.

You may be required to work in any area operated by the Company and on the Coulport Depot, including areas where special health and safety regulations are in operation.

COULPORT (Non - Industrial)

Your normal place of work will be Coulport. From time to time it may be necessary to work at other places within the United Kingdom or overseas.

You may be required to work in any area operated by the Company and on the Coulport / Clyde Depot, including areas where special health and safety regulations are in operation.

As part of the training for the job you may be required to attend other AWE or MOD sites such as Faslane, Aldermaston and Burghfield for a period of up to 6 months. In such circumstances the company global mobility policy will apply and relevant travel and expenses will be paid.

Whilst you are employed as XXX there may be periods during down-time where you may be asked to perform reasonable duties which are different to your contracted job role. Depending upon future business requirements, there will likely be other duties or emergency response duties that you will be required to support. You may also be asked to perform duties across the MOD Clyde base for alternative organisations such as the MOD (our customer); or our partners, Lockheed Martin ISS; Babcock Marine. You will be provided with reasonable notice and the duties will be of a similar skill set to your contracted job role. In such circumstances you will still report to your normal line manager and are bound by the terms of your contract of employment and associated policies/procedures. Additional relevant training will be provided.

5. **A&B SITE** Hours of Work

- **OPTION FOR FULL TIME** - Your normal working hours will average 37 hours per week, currently worked over a 9-day fortnight. You will be advised of your initial working pattern during the recruitment process. Your normal working hours will not include lunch breaks. The timing of lunch and other breaks are at the discretion of your line manager.
 - **OPTION FOR PART TIME** Your normal working hours will be **XX** hours per week, which will typically be **ENTER DAYS MANUALLY** days per week, between **ENTER PATTERN MANUALLY**. You will be advised of your initial working pattern during the recruitment process. Your normal working hours will not include lunch breaks. The timing of lunch and other breaks are at the discretion of your line manager
 - In certain facilities or roles and in order to meet business demands, the Company reserves the right to vary your initial and subsequent working patterns, place you onto shift and/or vary your hours of work; the Company may do so following applicable consultation arrangements and by providing reasonable notice.
 - From time to time you may be required to work additional hours. Payment may be made for hours worked in excess of your normal weekly hours, in accordance with the Company rules on overtime which are available on request.
-
- **OPTION FOR FIREFIGHTERS**

- Your normal working hours will be 42 hours per week. Payment may be made for hours worked in excess of 42 hours per week according to the rules on overtime which are available on request. All attendance will be regarded as working time.
- The maximum hours worked by a Fire Fighter will be limited to an average of 48 hours per week in line with standard company arrangements.
- You may initially be allocated to a day shift of Monday to Friday working, or directly allocated to an operational watch and will work a shift cycle of 2 days of 10 hours each, 2 nights of 14 hours each and 4 days off.
- You may be required to work such hours and days as may be laid down by your departmental manager.

COULPORT Hours of Work

Non – Industrial

Your normal working hours will be 36 per week, which will typically be Monday to Thursday and will not include lunch breaks. You will have a 30-minute unpaid lunch break, which will be taken flexibly at times to suit the needs of the business. However, from time to time you will be required to work extra hours to support operational demands. In some facilities or roles, you will be required to work an alternative working pattern or shift pattern when operational requirements demand it and to work 13-hour shifts. The shift patterns will include night shifts. Reasonable notice will be provided for a change in periods of shift working and normal working hours.

You will be advised of your initial working pattern during the induction process and of the possible alternative shift patterns that AWE operates. Payment may be made for hours worked more than 36 per week according to the company Coulport rules on overtime: -

Monday - Friday all hours paid at 1.5 (time and a half)

Saturday all hours paid at 1.5 plus a Saturday Premium of 0.5 (equivalent to double time)

Sunday all hours paid at 1.0 plus a Sunday premium of 1.0 (equivalent to double time)

Industrial

Your normal working hours will be 36 per week, which will be Monday to Thursday and will not include lunch breaks. You will have a 30-minute unpaid lunch break, which will be taken flexibly at times to suit the needs of the business.

From time to time you will be required to work extra hours to support operational demands. In some facilities or roles, you will be required to work an alternative working pattern or shift pattern when operational requirements demand it and to work 13 hours shifts. You are committed to work overtime, as required, to support the delivery of the “Strategic Systems Trident Programme” and emergent operations and will ensure that operations and the programme (Explosives Handling Jetty) are always fully manned and can be delivered without failure.

You will provide a guaranteed commitment to support overtime when the programme and operations (EHJ) demand it. This is in recognition that management will first engage with the workforce to ensure sufficient resources and numbers are achieved to fulfil operational (EHJ and programme) requirements.

You will be advised of your initial working pattern during the induction process and of the possible alternative shift patterns that AWE operates. Depending on future business requirements, AWE reserves the right to adjust your shift patterns and normal working hours with reasonable notice. Payment may be made for hours worked in excess of 36 per week according to the company Coulpport rules on overtime: -

Monday - Friday all hours paid at 1.5 (time and a half)

Saturday all hours paid at 1.5 plus a Saturday Premium of 0.5 (equivalent to double time)

Sunday all hours paid at 1.0 plus a Sunday premium of 1.0 (equivalent to double time).

6. Salary & Benefits

- **OPTION FOR FULL TIME** Your basic salary, which will be reviewed annually, will be **SALARY** per annum. It will be paid in twelve equal instalments, monthly in arrears on or before the last working day of each month. Payment will be made by direct credit to a bank or building society account designated by you
- **OPTION FOR PART TIME** Your basic salary, which will be reviewed annually, will be **£SALARY** per annum. This is based on your working hours as referenced in this document. Your Full Time Equivalent salary is **ENTER FTE SALARY FROM JOB REQUISITION**. It will be paid in twelve equal instalments, monthly in arrears on or before the last working day of each month. Payment will be made by direct credit to a bank or building society account designated by you
- **OPTION FOR FIREFIGHTERS** - It is expected that you will participate on the on-call rota once you have successfully completed the AWE induction and further initial AWE training. If you join the on-call rota you will received an on-call payment which will be consolidated into your basic pay. If you cease to be a member of the on-call rota, your pay will be reduced by the current rate of call out payment.
- Following the annual review, there is no obligation to award an increase and there will be no review of salary after notice has been given by either party to terminate your employment.
- The Company reserves the right to deduct from your salary or any other sums owed to you by the Company any money you owe to the Company including but not limited to, excess holiday taken, outstanding loan advances, educational sponsorship and expenses.
- You are expected to check your payslip each month and are obliged to advise Payroll of any overpayments or incorrect payments. Any overpayments will be recovered through Payroll by deduction from salary, usually over the same period of time as the overpayment was made.

OPTION FOR GRADS (Evolve)

6.4 All Evolve Graduate Trainees joining the Graduate Programme will receive a taxable Graduate Welcome Payment of £2,500 to assist with initial expenses. This will be paid with your first payment of salary and will be liable for Income Tax and National Insurance contributions.

6.5 You will also have the option to take an interest-free Graduate Loan of £1,000, repayable over a 12-month period with monthly repayments deferred for 1 year from the date you join the Company. The loan can be taken anytime within the first 3 months of employment.

6.6 If you leave the Company's employment within 2 years of joining AWE or leave the Graduate Programme to take up a substantive role before completion of the two-year programme, you will be required to repay the Graduate Welcome Payment and Graduate Loan. You will be required to repay the Graduate Welcome Payment as follows: 100% if you leave within the first year, and 50% if you leave within the second year. You will be required to repay the outstanding balance of the Graduate Loan in full. This will be recovered as a deduction from your salary. If you are leaving the Company's employment and your outstanding pay is insufficient to cover this, you will be required to pay the outstanding balance by bank transfer 10 days before your last day of attendance.

6.7 The Company will enrol you into one of its workplace pension arrangements and will provide Life Insurance cover subject to your satisfying certain eligibility criteria and subject to the schemes rules as amended from time to time. Please see the separate Pension Annex for details.

6.8 Upon moving to a substantive role, your salary will be reviewed annually, in line with the standard terms.

The Company will enrol you into one of its workplace pension arrangements and will provide Life Insurance cover subject to your satisfying certain eligibility criteria and subject to the schemes rules as amended from time to time. Please see the separate Pension Annex for details.

7. Notice Periods

Other than in circumstances of gross misconduct where the Company may terminate your employment without notice, should either the Company or yourself decide to terminate your contract of employment, the party terminating the contract will be required to give to the other the following notice periods:

A&B SITE During probation:

- From the employer, 2 weeks.
- From the employee, 2 weeks.

OPTION FOR NEW EMPLOYEES-NOT GRAD (Evolve) After probation:

- From the employer, 1 week for each complete year of service, with a minimum of 4 weeks and a maximum of 12 weeks.
- From the employee, 4 weeks.

OPTION FOR FIXED TERM Notwithstanding that this contract is for a fixed term, the organisation reserves the right at its entire discretion to terminate your employment at any time prior to the expiry of the fixed term defined above by giving you not less than the expressed contractual notice specified below in writing. This could occur for operational reasons, or for any other reason that the organisation deems appropriate.

Once either you or the Company has given notice of termination, the Company may at any time require you to cease performing your duties.

COULPORT You will be expected to maintain the level of security clearance appropriate to your job. If your security clearance is reduced you may be transferred to another job, if one is available, appropriate to your level of clearance. If your security clearance is withdrawn, your employment will be terminated. You have the right of appeal.

In certain circumstances "Pay in Lieu of Notice" may be applicable and the Company reserves the right to pay you in lieu of notice, at its discretion. In such instances, termination will take immediate effect pending payment in lieu of notice which will be made within four weeks of the termination date.

A&B SITE This Payment in Lieu will be equal to the basic salary (as at the date of termination) which you would have been entitled to receive under this agreement during the notice period or, if notice has already been given, during the remainder of the notice period) less income tax and National Insurance contributions. For the avoidance of doubt, the Payment in Lieu shall not include any element in relation to:

- Any bonus or commission payments that might otherwise have been due during the period for which the Payment in Lieu is made;
- Any payment in respect of benefits which you would have been entitled to receive during the period for which the Payment in Lieu is made; and
- Any payment in respect of any holiday entitlement that would have accrued during the period for which the Payment in Lieu is made.

The Company may pay any sums due as Payment in Lieu in equal monthly instalments until the date on which the notice period would have expired if notice had been given. You shall be obliged to seek alternative income during this period and to notify the Company of any income so received. The instalment payments shall then be reduced by the amount of such income.

You shall have no right to receive a Payment in Lieu unless the Company has exercised its discretion. Nothing in this clause shall prevent the Company from terminating the employment in breach of contract.

You shall not be entitled to any Payment in Lieu if the Company would otherwise have been entitled to terminate the employment without notice for gross misconduct. In that case the Company shall also be entitled to recover from you any Payment in Lieu (or instalments thereof) already made.

8. Termination without Notice

The Company may also terminate your employment with immediate effect without notice and with no liability to make any further payment to you (other than in respect of amounts accrued due at the date of termination) if you:

- Are guilty of any gross misconduct affecting the business of the Company;
- Commit any serious or repeated breach or non-observance of any of the provisions of this agreement or refuse or neglect to comply with any reasonable and lawful directions of the Company;
- Are, in the reasonable opinion of the Company, negligent and incompetent in the performance of your duties;
- Are convicted of any criminal offence (other than an offence under any road traffic legislation in the United Kingdom or elsewhere for which a fine or non-custodial penalty is imposed);
- **OPTION FOR BPSS STARTERS (A&B SITE ONLY)**
- **Fail to obtain and/or maintain the necessary security clearance, or do not obtain the necessary clearance after a reasonable length of time of the clearance process starting;**
- Cease to hold the necessary security clearance;
- Cease to be eligible to work in the United Kingdom;
- Are in breach of the Company's anti-corruption and bribery policy and related procedures.

The rights of the Company under this clause are without prejudice to any other rights that it might have at law to terminate your employment or to accept any breach of this agreement by you as having brought your employment to an end. Any delay by the Company in exercising its rights to terminate shall not constitute a waiver thereof.

9. Garden Leave

Following service of notice to terminate employment by either party, or if you purport to terminate the employment in breach of contract, the Company may by written notice place you on Garden Leave for the whole or part of the remainder of the employment.

During any period of Garden Leave:

- The Company shall be under no obligation to provide any work to you and may revoke any powers you hold on behalf of the Company;
- The Company may require you to carry out alternative duties or to only perform such specific duties as are expressly assigned to you, at such location (including your home) as the Company may decide;
- You shall continue to receive your basic salary and all contractual benefits in the usual way and subject to the terms of any benefit arrangement;
- You shall remain an employee of the Company and bound by the terms of this agreement (including any implied duties of good faith and fidelity);

- You shall ensure that your line manager knows where you will be and how you can be contacted during each working day (except during any periods taken as holiday in the usual way);
- The Company may exclude you from any premises of the Company ; and
- The Company may require you not to contact or deal with (or attempt to contact or deal with) any officer, employee, consultant, client, customer, supplier, agent, distributor, shareholder, adviser or other business contact of the Company;
- Any accrued but unused holiday entitlement shall be deemed to be taken during any period of Garden Leave.

10. Security Clearance

- You must maintain the level of security clearance appropriate to your job. If your security clearance is reduced you may be transferred to another job, if one is available, appropriate to your level of clearance. If your security clearance is withdrawn, your employment will be terminated. You have the right of appeal against termination.

11. Probation Period

- All employees joining AWE are on a probation period for the first 6 months of their employment. The Company may at its discretion extend the probation period. The process is to encourage positive intervention to ensure individual achievement and success. There are certain instances where an employee will not successfully complete the probation period, in which case intervention/action will be taken to improve the employee's performance, attendance and/or behaviours. The employee will be notified when they have successfully completed their probation period as part of the on-going review process.

OPTION FOR GRAD (Evolve) Evolve Graduate Trainees joining AWE are on a probation period for the first 24 months of their employment. The Company may at its discretion extend the probation period, usually by no more than three months. The process is to encourage positive intervention to ensure individual achievement and success. There are certain instances where an employee will not successfully complete the probation period, in which case intervention/action will be taken to improve the employee's performance, attendance and/or behaviours. The employee will be notified when they have successfully completed their probation period as part of the on-going review process.

12. Performance

12.1 The Evolve Graduate Programme is an accelerated programme which will offer opportunities for career development and will be fast paced and will see you move through various placements within the business. You will be supported in your development throughout the Graduate Programme.

12.2 During the programme, the Evolve Graduate Programme capability and performance policy applies **** (if new procedure)****.

12.3 Your performance will be reviewed regularly during the two-year Graduate Programme at six-month intervals, to ensure you are making satisfactory progress, displaying the required behaviours and performance indicators. In the case where this is not satisfactory, intervention/action will be taken to improve any shortfalls.

12.4 Successful completion of the two-year Graduate Programme is conditional on satisfactory progress through the Graduate Programme and completion of placements. Where progress, behaviours and/or performance are not satisfactory, there is the possibility that the duration of the Graduate Programme may be extended to allow you the opportunity to make sufficient progress to complete the programme.

12.5 It is expected that toward the end of the Graduate Programme you will make applications to substantive roles that you wish to undertake following completion of the Graduate Programme. The Graduate Programme may be extended to allow you to obtain your substantive role.

12.6 Upon completion of the Graduate Programme, performance will be reviewed in line with the Company Performance Management cycle.

12. Employee Warranties

- You represent and warrant to the Company that, by entering into this agreement or performing any obligations under it, you will not be in breach of any court order or any express or implied terms of any contract or other obligation binding on you.
- You warrant that you are entitled to work in the United Kingdom without any additional approvals and will notify the Company immediately if you cease to be so entitled.

13. Conduct

- The Company demands of all employees conduct which conforms to the highest standards of honesty, openness, propriety and professionalism.
- You are also prevented from accepting or soliciting gifts or hospitality from any organisations, firms or individuals with whom you are brought into contact in the course of your work, for personal use or gain.
- AWE has robust policies on ethics and insists that discrimination, harassment or bullying does not take place in any form. AWE has a zero-tolerance approach to bribery and corruption.
- You will be required to comply with all the Company policies and procedures. Copies of these are available in Company Documentation.
- During your employment you shall not be employed, engaged or concerned or interested in any trade, business or profession other than the business of the Company or accept any other business activity whatsoever except with the prior written consent of the Company.

- You shall not, during your employment, knowingly or willingly do or cause or permit to be done, anything that is calculated to, or may prejudice or injure, the interests of the Company.
- You are obliged to report your own and the wrong-doing of others immediately on becoming aware of it.

14. Equal Opportunities

- The Company is committed to the promotion of equality of opportunity and aims to ensure that no applicant, employee, contractor or visitor receives less favourable treatment in accordance with the requirements of the Equality Act 2010. All employees are expected to share this commitment.
- The Company does not condone inappropriate behaviour which includes discrimination, harassment, bullying or victimisation.

15. Expenses

- The Company will repay to you all reasonable expenses incurred by you in the proper performance of your duties provided that you supply all relevant receipts, vouchers and other evidence of expenses incurred. Un-receipted tips and expenses will not be repaid.
- If you use your car on Company business you must ensure you are properly insured.
- Business trips are those which are required and requested by the Company.
- You shall abide by the Company's policies and procedures on expenses as amended from time to time.

16. Sickness Absence and Sick Pay

- You are entitled to participate in the Company's sick pay arrangements as amended from time to time. If you are unable to attend work you must comply with the Company's sickness reporting rules in line with the Company policy as amended from time to time. The policy is available from your line manager or on the Human Resources pages on the Company portal.
- You are required to make yourself familiar with the Reporting requirements as described in the Sickness Absence Policy as amended from time to time.
- You agree to consent to medical examinations (at the Company's expense) by a medical professional nominated by the Company should the Company so require. You agree that any report produced in connection with any such examination may be disclosed to the Company and the Company may discuss the contents of the report with the relevant doctor.

17. Annual Leave

- **REMOVE FOR FIREFIGHTER OFFERS** You are entitled to 208 hours of paid holiday per leave year **(add in a bit to spell out this will be pro rata for part time)** to be taken with the prior approval of your manager. The leave year runs from 1st January to 31st December. In addition you will be entitled to paid leave for the 8 bank and public holidays (equivalent to 62 hours) which apply in

England, as appropriate. Your total leave entitlement will therefore be 270 hours per annum – full time equivalent.

- **REMOVE FOR FIREFIGHTER OFFERS** The Company reserves the right to require you to take up to 41 hours of your holiday at a time it may designate, such as at Christmas. It also reserves the right to require you to take leave where there is a possibility that you may not take your statutory requirement (208 hours which includes bank and public holidays) by the end of the leave year.
- **OPTION FOR FIREFIGHTERS** - You are entitled to 236 hours of paid holiday per leave year to be taken with the prior approval of your manager. The leave year runs from 1st January to 31st December. In addition you will be entitled to paid leave for the 8 bank and public holidays (equivalent to 62 hours) which apply in England, as appropriate. Your total leave entitlement will therefore be 298 hours per annum – full time equivalent.
- At the end of the leave year you may carry up to 74 hours forward (pro-rata for part-time employees). Any leave (including bank and public holidays) not taken and not requested to be carried forward will be lost, unless you have been prevented from taking it in the relevant holiday year by one of the following: a period of sickness absence or statutory maternity leave, paternity, adoption, parental or shared parental leave. In cases of sickness absence, carry-over is limited to four weeks' holiday per year less any leave taken during the holiday year that has just ended. Any such carried over holiday which is not taken within eighteen months of the end of the relevant holiday year will be lost.
- You shall have no entitlement to any payment in lieu of accrued but untaken holiday except on termination of employment. The amount of such payment in lieu shall be 1/260th of your fulltime equivalent salary for each untaken day of the entitlement.
- If the Company has terminated or would be entitled to terminate the Appointment without notice or if you have terminated your employment in breach of this agreement any payment for untaken holiday shall be limited to your statutory entitlement under the Working Time Regulations 1998 (SI 1998/1833) and any paid holidays (including paid public holidays) taken shall be deemed first to have been taken in satisfaction of that statutory entitlement.
- If on termination of employment you have taken more holiday than your accrued holiday entitlement, the Company shall be entitled to deduct the excess holiday pay from any payments due to you calculated at 1/260th of your full-time equivalent salary for each excess day.
- If either party has served notice to terminate the Appointment, the Company may require you to take any accrued but unused holiday entitlement during the notice period.
- Your total leave entitlement accrues monthly in whole months for each full calendar month worked in the year, rounded up to the nearest half day. Your total leave entitlement on joining or leaving the Company, during the leave year, will be pro-rated on the basis of whole months and any part month in excess of 123 hours.
- The calculation for pay for a day's leave on leaving the company will be calculated using the fraction 1/260th.
- Further information can be found in the Company's Annual Leave Policy.

18. Intellectual Property

The definitions in this clause apply in this agreement.

- **Appointment:** your employment by the Company on the terms of this agreement.
- **Intellectual Property Rights:** patents, rights to Inventions, copyright and related rights, trade marks, trade names and domain names, rights in get-up, goodwill and the right to sue for passing off or unfair competition, rights in designs, rights in computer software, database rights, rights to preserve the confidentiality of information (including know-how and trade secrets) and any other intellectual property rights, in each case whether registered or unregistered and including all applications (or rights to apply) for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which may now or in the future subsist in any part of the world.
- **Inventions:** inventions, ideas and improvements, whether or not patentable, and whether or not recorded in any medium.

You shall give the Company full written details of all Inventions and of all works embodying

Intellectual Property Rights made wholly or partially by you at any time during the course of the Appointment . You acknowledge that all Intellectual Property Rights subsisting (or which may in the future subsist) in all such Inventions and works shall automatically, on creation, vest in the Company absolutely. To the extent that they do not vest automatically, you hold them on trust for the Company. You agree promptly to execute all documents and do all acts as may, in the opinion of the Company, be necessary to give effect to this clause.

You hereby irrevocably waive all moral rights under the Copyright, Designs and Patents Act 1988 (and all similar rights in other jurisdictions) which you have or will have in any existing or future works referred to in this clause.

You irrevocably appoint the Company to be your attorney in your name and on your behalf to execute documents, use your name and do all things which are necessary or desirable for the Company to obtain for itself or its nominee the full benefit of this clause.

While AWE encourages the publication of scientific papers and the like, AWE must ensure that such publications shall not prejudice any future patent or design applications. You shall ensure that all relevant AWE protocols are followed in connection with the publication of any information associated with your employment.

19. Confidential Information and Security

It is a requirement of employment with AWE that you sign the Official Secrets Act and a nondisclosure agreement. You are required not to disclose without authority any information that is designated as classified/confidential. This includes information which relates to the business, finances, transactions, affairs, products, services, processes, equipment and trade secrets including, without limitation,

technical data and know-how relating to the business of the Company or any of its business contacts or activities of the Company, its dealings, transactions and affairs and those of its customers.

You shall not during your employment or afterwards, use or exploit (except for the benefit of the Company) or divulge to any third party any confidential information unless you are permitted to do so:

- When necessary in the proper performance of the duties connected with your Company employment;
- With the express written consent of the Company; or
- Where this is required by law; or
- Where the disclosure is a protected disclosure within the meaning of Section 43A of the Employment Rights Act 1996.

You shall, during your employment

- Use your reasonable endeavours to prevent the unauthorised use or disclosure of any confidential information whether by any other officer, employee or agent or company or otherwise; and be under an obligation promptly and fully to report to the Company any such unauthorised use or disclosure which comes to your knowledge.
- You shall not, during your employment or at any time thereafter make, except for the benefit of the Company, any copy, record, or memorandum (whether or not recorded in writing or on computer disk or tape) of any confidential information. Any such copy record or memorandum made by you during your employment shall be and remain the property of the Company and, shall be returned by you to the Company on termination of your employment or whenever required to do so by the Company.
- Given the nature of its business, AWE operates to a high level of security and therefore has high expectations of those working on its site to follow security rules and behaviours. You will be briefed on these as part of the induction process but it is important that in advance you understand that these include:
- Advising AWE of any changes to your personal circumstances that will impact on your ability to achieve and maintain your security clearance. Examples of this may be changes to nationality status and contacts with certain countries as defined within the security arrangements.
- Limitations bound by clear policies in relation to use of electronic devices on AWE sites.
- The need to undertake specialist training and gain clearance for the handling of classified/confidential information.
- Individuals and their property will be subject to routine random searches on entry and exit of the sites.
- Individuals are expected to comply at all times with security personnel operating on AWE sites.

We advise those working at AWE to show discretion about the nature of their employment with the Company, including minimising the profile of their AWE employment on social networking sites.

The recruitment team can offer further guidance if required in advance of your first day of employment with us.

20. Monitoring

- The Company's systems enable the Company to monitor telephone, email, voicemail, internet and other communications. In order to carry out its legal obligations as an employer (such as ensuring employee's compliance with the Company's IT related policies), and for other business reasons, the Company may monitor use of systems including the telephone and computer systems, and any personal use of them, by automated software or otherwise. Monitoring is only carried out to the extent permitted or as required by law and as necessary and justifiable for business purposes.

21. Disciplinary and Grievance Policy and Procedure

- You will comply with such rules or procedures regarding disciplinary and grievance matters as may be published by the Company from time to time. A copy of the disciplinary and grievance policy and procedure is available from your line manager or Company Documentation.
- The Company reserves the right to suspend you, with pay, during an investigation into any alleged offence of Gross Misconduct or during any other investigation

22. Maternity, Paternity, Adoption and Special Leave

- Where applicable you will be entitled to Maternity, Paternity, Adoption or Special leave in accordance with Company policy as amended from time to time. The policy will detail the eligibility criteria, the leave duration, whether leave is with or without pay and any other features and stipulations. Copies of the current policies are available from your line manager or on Company Documentation. The Company reserves the right to amend the policies from time to time in consultation with the trade unions.

23. E-Mail and Internet Use

- It is expected that where the Company provides e-mail and internet access, employees will abide by the Company policies regarding use as amended from time to time. Misuse of the Company's systems is regarded as a disciplinary offence. The Company policy is available from your line manager or on the Company portal.

24. Collective Agreements

- This Contract of Employment is covered by collective agreements with the recognised Trade Union.

25. Return of Property

- On or before the termination of your employment, for whatever reason, you must return to the Company any of the Company's property in your possession or control including: all keys, security and computer passes, Company credit cards (where appropriate), plans, statistics, documents, records, papers, discs, tapes or other software media, including all copies.

26. Health and Safety and Drug & Alcohol Testing

- The Company recognises the importance of Health and Safety at Work and has established rules and procedures to assist in accident prevention. You are required to behave responsibly and to observe all health and safety rules and regulations. You have a duty to take any precautions necessary to reduce risks to yourself and others.
- You may be required to have routine medical examinations, which will include testing of samples of your blood, breath and/or urine. These samples may be tested for signs of drug and/ or alcohol abuse. You will also be subject to random drug and alcohol testing.

27. Data Protection

The Company will collect and process personal data relating to you in accordance with the Privacy Notice which is annexed to this agreement. You are required to sign and date the privacy notice, and return it to the Company if you consent to such use and to evidence that you acknowledge your understanding of how your personal data will be collected and used.

- The Company collects your personal data directly from you, from third parties and generates additional personal data during your employment, for example CCTV is used around the site and in certain working areas for security and monitoring purposes, in accordance with clause 20.
- You shall comply with the Company's Privacy Standard when handling personal data in the course of your employment including personal data relating to any employee, customer, client, supplier or agent of the Company. You will also comply with the Company's IT and communications systems policy, Social Media Policy, Bring Your Own Device to Work (BYOD) Policy, or any other relevant IT or communications policies, procedures or standards in place from time to time.
- Failure to comply with the Privacy Standard, Privacy Notice or any of the policies listed above in this clause may be dealt with under our disciplinary procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

28. Governing Law

- This agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

29. Jurisdiction

- Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this agreement or its subject matter or formation (including non-contractual disputes or claims).

30. Acceptance

I acknowledge that I have read and fully understood this statement. I accept that this statement, the covering letter to the statement and the Pensions Annex form my entire contract of employment, unless otherwise specifically stated. These terms supersede any prior agreements and arrangements between us, which have ceased to have effect.

I am aware that any false or misleading information given by me in my application may affect my Contract of Employment.

I also agree to abide by all other lawful rules and regulations of the Company from time to time in force as notified to me.

A copy of this document will be retained by AWE in your personal file. You should retain a copy for your records. Accepting this document electronically signifies acceptance of its contents as forming part of the contract of employment between yourself and the Company.

Yours sincerely

Head of HR

For, and on behalf of AWE Plc

D Grade Terms and Conditions Template

Updated March 2024

This document is intended as a Master template to be inserted into our Offer Management tools in Workday. The template should be used to work up an offer and sign off before processing by the HR Processing team.

ALL WRITING HIGHLIGHTED IN RED SHOULD BE COMPLETED.

ALL WRITING WITHIN SQUARE BRACKETS SHOULD BE DELETED OR AMENDED AS APPROPRIATE

ALL areas where the above applies must be thoroughly checked during the approval process as the document cannot be easily amended once in the Workday System.

All wording in black text and with no square brackets should be included.

IMPORTANT: THIS DOCUMENT IS A MASTER TEMPLATE AND YOU SHOULD NOT EDIT.

IN ORDER TO EDIT IT PLEASE SAVE A COPY TO A SUITABLE SHAREPOINT LOCATION.

It is intended that all offers should follow the Workday candidate onboarding and acceptance in System. Workday uses its own system font that is not changeable, however should a manual offer be used, the Font should be Calibri Size 12.

PRINCIPAL STATEMENT OF TERMS AND CONDITIONS OF EMPLOYMENT
Distinguished Expert (DX) D1 / D2 Leadership / Distinguished Specialist (DS) Grade

This Statement of terms and conditions of employment is given to you by AWE PLC in accordance with the Employment Rights Act 1996.

1. This contract is made between:

(1) AWE PLC whose registered office is Room 20, Building F161.2, Atomic Weapons Establishment, Aldermaston, Reading RG7 4PR, (“the Company”)

And

(2) **FULL NAME, ADDRESS (“You”, “Your”, “the Employee”)**

2. Job Title & Duties

You will be employed as **JOB TITLE** and your normal duties will consist of those that are associated with such employment and other such duties as are appropriate. The Company reserves the right to alter your job title, scope of responsibilities and reporting line in discussion with you.

You shall:

- a) unless prevented by incapacity, devote the whole of your time, attention and abilities to the business of the Company;
- b) diligently exercise such powers and perform such duties as may from time to time be assigned to you by the Company;
- c) comply with all reasonable and lawful directions given to you by the Company;
- d) report your own wrongdoing and any wrongdoing or proposed wrongdoing of any other employee, director, agent or contractor of the Company to the Company immediately on becoming aware of it;
- e) consent to the Company monitoring and recording any use that you make of the Company’s electronic communications systems for the purpose of ensuring that the Company’s rules are being complied with and for legitimate business purposes;
- f) always comply with the Company’s anti-corruption and bribery policy and related procedures;
- g) comply with any rules, policies and procedures of the Company as amended from time to time, copies of which are available from your line manager or on the Company Management System. These rules, policies and procedures do not form part of this Agreement and the Company may amend them at any time. To the extent that there is any conflict between the terms of this Agreement and the rules, policies and procedures this Agreement shall prevail.

Failure to comply with the any of the Company's rules and procedures listed in this document or published on the Company Management System may be dealt with under our disciplinary procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

3. Commencement date

[**INCLUDE FOR NEW PERMANENT EMPLOYEE**: The effective date of this Agreement and the date for the purposes of continuous employment is the date you join the Company. As your commencement date will be subject to security clearance and pre-employment checks the exact start date will be confirmed in writing following successful completion of this process. The Company reserves the right to rescind your offer or terminate your employment, if already commenced, should the necessary security clearance/pre-employment checks not be satisfactorily obtained.]

[**INCLUDE FOR NEW FIXED TERM EMPLOYEE**: This Agreement is for a fixed term. The effective date of this Agreement and the date for the purposes of continuous employment is the date you join the Company. Subject to the provision below, the fixed term is scheduled to end on **INSERT TERMINATION DATE**. As your commencement date will be subject to security clearance and pre-employment checks the exact start date will be confirmed in writing following successful completion of this process. The Company reserves the right to rescind your offer or terminate your employment before the end of the fixed term, if already commenced, should the necessary security clearance/pre-employment checks not be satisfactorily obtained.]

[**INCLUDE FOR EXISTING PERMANENT EMPLOYEE**: The effective date of this Agreement is **DATE** and the date for the purposes of continuous employment is **COMPANY START DATE**.]

[**INCLUDE FOR EXISTING EMPLOYEE IF STARTING A FIXED TERM CONTRACT**: This Agreement is for a fixed term commencing on **COMPANY START DATE** and terminating on **END DATE** at which time it will automatically expire unless otherwise agreed in writing between you and the Company.]

4. Place of Work

[**INCLUDE FOR EMPLOYMENT AT A&B SITES**: Your normal place of work will be AWE [Aldermaston] [Burghfield] or such other place as AWE may require during your employment. From time to time, it may be necessary to work at other places within the United Kingdom including your home. For details of applicable expenses/allowance you are referred to the AWE Expenses Policy. In addition, you may be required to be flexible during your term of your employment at AWE to meet operational, National Security, legal and contractual obligations to third parties. You may be required to work in any area operated by the Company, including areas where special Health and Safety regulations are in operation.]

You shall not normally be required to work outside the UK for any continuous period of more than one month. Any alteration to this will be discussed with you.

5. Hours of Work

Your normal working hours will average **37** hours per week, which will be worked over a 9-day fortnight; week one Monday to Friday and week two Monday to Thursday. Your normal working

hours will not include lunch breaks. However, from time to time you may be required to work extra hours for which payment will not be made. In some facilities or roles, you may be required to work a different working pattern (e.g.: 4-day week, 4.5-day week, or a shift pattern). The Company reserves the right to vary the standard working pattern as required and following discussion with you.

You agree to comply with all policies and requirements of the Company in force from time to time, in relation to the recording of working time.

6. Salary and Benefits

[INCLUDE FOR FULL TIME PERMANENT EMPLOYEES: Your basic salary will be £SALARY per annum. It will be paid in twelve equal instalments, monthly in arrears on or before the last working day of each month. Payment will be by direct credit to a bank or building society account designated by you. The Company operates an annual salary review in April each year. You will be included in this process for the first time in MONTH YEAR. The Company is under no obligation to award an increase following a salary review. There will be no review of salary after notice has been given by either party to terminate your employment.]

[INCLUDE FOR PART TIME PERMANENT EMPLOYEES: Your full time equivalent basic salary will be £SALARY per annum which will be pro-rated for XX hours per week so that your part time basic salary will be £SALARY per annum. It will be paid in twelve equal instalments, monthly in arrears on or before the last working day of each month. Payment will be by direct credit to a bank or building society account designated by you. The Company operates an annual salary review in April each year. You will be included in this process for the first time in MONTH YEAR. The Company is under no obligation to award an increase following a salary review. There will be no review of salary after notice has been given by either party to terminate your employment.]

[INCLUDE FOR FIXED TERM EMPLOYEES: Your basic salary will be £SALARY per annum. It will be paid in twelve equal instalments, monthly in arrears on or before the last working day of each month. Payment will be by direct credit to a bank or building society account designated by you. Your salary will be fixed for the duration of your contract and will not be subject to review during this fixed term. Should you be offered an extension of this fixed term your salary will be reviewed during extension discussions.]

The Company reserves the right to deduct from your salary or any other sums owed to you by the Company any money you owe to the Company or incurred during your employment including but not limited to, excess holiday taken, outstanding loan advances, fines and penalties, educational sponsorship and expenses.

You are expected to check your payslip each month and are obliged to advise Payroll of any overpayments or incorrect payments. Any overpayments will be recovered through Payroll by deduction from salary, usually over the same period of time as the overpayment was made.

You will be entitled to participate in any Performance Related Bonus Scheme that the Company may offer. Full details of the Scheme will be sent to you separately. The payment or otherwise of a bonus, together with the Scheme Rules, will be at the absolute discretion of the Company and

there is no contractual entitlement, irrespective of whether bonuses have been paid to you or others on previous occasions. Where a bonus is paid this will be wholly at the discretion of the Company.

[INCLUDE FOR NEW EMPLOYEE: The Company will enrol you into its workplace pension arrangement and will provide life insurance cover, subject to you satisfying certain eligibility criteria and subject to the scheme rules as amended from time to time.]

[INCLUDE FOR EXISTING EMPLOYEE: If not already enrolled, the Company will enrol you into its workplace pension arrangement and will provide life insurance cover, subject to you satisfying certain eligibility criteria and subject to the scheme rules as amended from time to time.]

7. Notice Periods

During your probationary period as set out in section 10, the notice required by you or the Company will be one month. Following successful completion of your probationary period, should either the Company or you decide to terminate your contract of employment, the party terminating the contract will (subject to section 8 below) be required to give to the other written notice of at least the following periods:

From the Employer: [DX, D1, D2, DS]	3 months
From the Employer: [EXEC]	6 months
From the Employee: [DX, D1, D2, DS]	3 months
From the Employee: [EXEC]	6 months

The Company reserves the right to require you not to work out your notice and, instead, to make a payment in lieu of such notice, in its entire discretion; where a payment in lieu is to be made termination will take immediate effect.

Payment in Lieu will be equal to the basic salary (as at the date of termination) which you would have been entitled to receive under this agreement during the notice period or, if notice has already been given, during the remainder of the notice period) less income tax and National Insurance contributions. For the avoidance of doubt, the Payment in Lieu shall not include any element in relation to:

- a. any bonus or commission payments that might otherwise have been due during the period for which the Payment in Lieu is made;
- b. any payment in respect of benefits which you would have been entitled to receive during the period for which the Payment in Lieu is made; and
- c. any payment in respect of any holiday entitlement that would have accrued during the period for which the Payment in Lieu is made.

The Company may pay any sums due as Payment in Lieu in full within four weeks of the Termination Date.

You shall have no right to receive a Payment in Lieu unless the Company has exercised its discretion. Nothing in this clause shall prevent the Company from terminating the employment in breach of contract.

You shall not be entitled to any Payment in Lieu if the Company would otherwise have been entitled to terminate the employment without notice for gross misconduct. In that case the Company shall also be entitled to recover from you any Payment in Lieu (or instalments thereof) already made.

Once either you or the Company has given notice of termination, the Company may at any time require you to cease performing your duties.

8. Termination without notice

The Company may also terminate your employment with immediate effect without notice and with no liability to make any further payment to you (other than in respect of amounts accrued due at the date of termination) if you:

- a. are guilty of any gross misconduct;
- b. commit any serious or repeated breach or non-observance of any of the provisions of this Agreement or refuse or neglect to comply with any of the Company's reasonable and lawful directions;
- c. are, in the reasonable opinion of the Company negligent and incompetent in the performance of your duties;
- d. are declared bankrupt or make any arrangement with or for the benefit of your creditors or have a county court administration order made against you under the County Court Act 1984;
- e. are convicted of any criminal offence (other than an offence under any road traffic legislation in the UK or elsewhere for which a fine or non-custodial penalty is imposed);
- f. are, in the opinion of a medical practitioner physically or mentally incapable of performing your duties and may remain so for more than three months and the medical practitioner has given a medical opinion to the Company to that effect;
- g. cease to be eligible to work in the UK;
- h. are guilty of any fraud or dishonesty or act in any manner which in the Company's opinion brings or is likely to bring you or the Company into disrepute or is materially adverse to the Company's interests;

The Company's rights under this Clause are without prejudice to any other rights that the Company might have at law to terminate your employment or to accept any breach of this Agreement by you as having brought the Agreement to an end. Any delay by the Company in exercising its rights to terminate shall not constitute a waiver of these rights.

9. Garden Leave

Following service of notice to terminate employment by either party, or if you purport to terminate the employment in breach of contract, the Company may by written notice place you on Garden Leave for the whole or part of the remainder of the employment.

During any period of Garden Leave:

- a. the Company shall be under no obligation to provide any work to you and may revoke any powers you hold on behalf of the Company;
- b. the Company may require you to carry out alternative duties or to only perform such specific duties as are expressly assigned to you, at such location (including your home) as the Company may decide;
- c. you shall continue to receive your basic salary and all contractual benefits in the usual way and subject to the terms of any benefit arrangement;
- d. you shall remain an employee of the Company and bound by the terms of this agreement (including any implied duties of good faith and fidelity);
- e. you shall ensure that your line manager knows where you will be and how you can be contacted during each working day (except during any periods taken as holiday in the usual way);
- f. the Company may exclude you from any premises of the Company;
- g. the Company may require you not to contact or deal with (or attempt to contact or deal with) any officer, employee, consultant, client, customer, supplier, agent, distributor, shareholder, adviser or other business contact of the Company; and
- h. any accrued but unused holiday entitlement shall be deemed to be taken during any period of Garden Leave.

10. Probation

[INCLUDE FOR NEW EMPLOYEE: All employees joining the Company are subject to a probation period for the first six months of employment. The probation period process is to encourage positive intervention to ensure individual achievement and success. On occasion, intervention/action may need to be taken during the probation period to improve the employee's performance, attendance and/or behaviours. In instances where such actions are not successful, the Company will follow Company processes to terminate employment. Where there are no such issues, the Line Manager will inform the employee that they have successfully completed their probation period as part of the ongoing review process.]

[INCLUDE FOR EXISTING EMPLOYEE: For internal level transfers, the employee will not be required to complete a formal probation period. For internal promotions, whilst a formal probation period will not normally be required, performance will be monitored as part of the ongoing performance review process.]

11. Conduct

The Company demands of all employees conduct which conforms to the highest standards of honesty, openness, propriety and professionalism. You will be required to comply with all the Company policies, standards and procedures including the Code of Conduct and Business Ethics. Copies of these are available on the Company Management System.

During your employment you shall not be employed, engaged or concerned or interested in any trade, business or profession other than the business of the Company or accept any other business activity whatsoever except with the prior written consent of the Company.

You shall not during your employment knowingly or willingly do or cause or permit to be done anything that is calculated to, or may, prejudice or injure the interests of the Company. You are also obliged to report your own wrongdoing and the wrongdoing of others whether known or suspected by you.

12. Equal Opportunities

The Company is committed to the promotion of equality of opportunity and aims to ensure that no applicant, employee, contractor or visitor receives unfavourable treatment in accordance with the requirements of the Equality Act 2010. All employees are expected to share this commitment. The Company will not tolerate inappropriate behaviour which includes discrimination, harassment, bullying or victimisation and such behaviour will lead to disciplinary action and may lead to a disciplinary sanction up to and including dismissal.

13. Expenses

The Company shall repay to you all reasonable expenses incurred in line with Company policy and procedure by you in the proper performance of your duties, provided that you provide all relevant receipts, vouchers and other evidence of expenses incurred. The Company mileage rate will be confirmed to you on an annual basis or at such time as the Company deems appropriate.

14. Sickness Absence and Sick Pay

You are entitled to participate in the Company Sick Pay scheme. This may be amended from time to time and is available from your line manager or on the Company Management System. This does not affect any entitlement you may have to receive Statutory Sick Pay (**SSP**) for the same periods of sickness absence, although any Company sick pay you receive from the Company shall be inclusive of any SSP due to you. Your qualifying days for SSP purposes are Monday to Friday.

The Company's right to terminate your employment under the terms of this Agreement apply even when such termination would or might cause you to forfeit any entitlement to sick pay, Group Income Protection insurance or other benefits.

If you are unable to attend work, you must comply with the Company's absence reporting rules in line with the procedures published from time to time on the Company Management System.

You may, at the Company's expense, be required to undergo an appointment, medical examination or assessment with a medical practitioner, doctor or consultant nominated by the Company, which may determine, amongst other things, your fitness for continued employment.

You consent that any report produced in connection with any such examination may be disclosed to the Company and the Company may discuss the contents of the report with the medical practitioner or consultant.

You are required to make yourself familiar with the Reporting requirements as described in the Sickness Absence procedure as amended from time to time.

15. Annual Leave

[INCLUDE FOR FULL TIME EMPLOYEES: You are entitled to [270] [303 for Pre-Vesting employees i.e. those employed before 1st April 1993] hours of leave per year inclusive of provision for Bank/Public holidays to be taken with the prior written approval of your manager. In all leave years you must allocate enough hours from your full year entitlement to cover all the Bank and Public holidays which apply and that fall on your working days.]

[INCLUDE FOR PART-TIME EMPLOYEES: You are entitled to a pro-rated annual leave allowance based on a full-time equivalent value of [270] [303 for Pre-Vesting employees i.e. those employed before 1st April 1993] hours of leave per year inclusive of provision for Bank/Public holidays to be taken with the prior written approval of your manager. In all leave years you must allocate enough hours from your full year entitlement to cover all the Bank and Public holidays which apply and that fall on your working days.]

The Company reserves the right to require you to take up to 41 hours of your holiday at a time it may designate, such as at Christmas. It also reserves the right to require you to take leave where there is a possibility that you may not take your statutory requirement by the end of the leave year. At the end of the leave year you may carry up to 74 hours forward (or the equivalent pro-rated amount where applicable) save for the first year of employment in which 62 hours is the maximum amount of leave that can be carried over in order to comply with the statutory leave requirements. Any leave (including Bank and Public holidays) not taken and not requested to be carried forward will be lost unless you have been prevented from taking it in the relevant holiday year by one of the following: a period of sickness absence or statutory maternity, paternity, adoption, shared parental, parental or parental bereavement leave. In cases of sickness absence, carry-over is limited to four weeks' holiday per year less any leave taken during the holiday year that has just ended. Any such carried over holiday which is not taken within eighteen months of the end of the relevant holiday year will be lost.

The Company shall not pay you in lieu of untaken holiday except on termination of your employment. On termination the Company shall pay you in lieu of any accrued but untaken holiday for the holiday year in which termination takes place and any untaken days permitted to be carried forward from the preceding holiday year.

The amount of the payment in lieu will be calculated as set out in our holidays policy as amended from time to time, which is available on the Company Management System or from your line manager.

If the Company has terminated or would be entitled to terminate your employment without notice or if you have terminated your employment in breach of this Agreement any payment due shall be limited to your statutory entitlement under the Working Time Regulations 1998 (SI

1998/1833) and any paid holidays (including paid Bank/Public holidays) taken shall be deemed first to have been taken in satisfaction of that statutory entitlement.

Your holiday entitlement accrues monthly in whole months for each full calendar month worked in the year, rounded up to the nearest half day. Your holiday entitlement on joining or leaving the Company, during the leave year, will be pro-rated on the basis of whole months and any part months.

16. Inventions and Copyright

You shall give the Company full written details of all Inventions and of all works embodying Intellectual Property Rights made wholly or partially by you at any time during the course of the employment.

You acknowledge that all Intellectual Property Rights subsisting (or which may in the future subsist) in all such Inventions and works shall automatically, on creation, vest in the Company absolutely. To the extent that they do not vest automatically, you hold them on trust for the Company. You agree promptly to execute all documents and do all acts as may, in the opinion of the Company, be necessary to give effect to this clause.

You hereby irrevocably waive all moral rights under the Copyright, Designs and Patents Act 1988 (and all similar rights in other jurisdictions) which you have or will have in any existing or future works referred to in this clause.

You irrevocably appoint the Company to be your attorney in your name and on your behalf to execute documents, use your name and do all things which are necessary or desirable for the Company to obtain for itself or its nominee the full benefit of this clause.

The Company has no liability to account to you for any revenue or profit derived or resulting from any invention belonging to the Company, but this does not prejudice any rights you may have under Section 40 of the Patents Act 1977.

You must properly and immediately disclose all inventions, designs or discoveries or other developments made by you in the course of your employment to the Company and all documents or writing in respect thereof.

While the Company encourages the publication of scientific papers and the like, the Company must ensure that such publications shall not prejudice any future patent or design applications. You shall ensure that all relevant Company protocols are followed in connection with the publication of any information associated with your employment.

You should note that while these terms and conditions discuss ownership between yourself and the Company any intellectual property generated by the Company is owned by the Secretary of State for Defence.

See interpretations section of this document for definitions of intellectual property and inventions.

17. Confidential Information and Security

You will be expected to maintain the level of security clearance appropriate to your job. If your security clearance is reduced you may be transferred to another job, if one is available, appropriate to your level of clearance. Where no such role is available your employment may be terminated. If your security clearance is withdrawn, your employment will be terminated. You will have the right of appeal against termination.

It is a requirement of employment with the Company for you to sign the Official Secrets Act (as amended from time to time).

You acknowledge that in the course of your employment you will have access to Confidential Information. You have therefore agreed to accept the restrictions set out in this Clause.

You shall not (except in the proper course of your duties), either during your employment or at any time after its termination (however arising), use or disclose to any person, company or other organisation whatsoever (and shall use your best endeavours to prevent the publication or disclosure of) any Confidential Information unless you are permitted to do so:

- with the express prior written consent of the Company; or
- where this is required by law; or
- where the disclosure is a protected disclosure within the meaning of Section 43A of the Employment Rights Act 1996.

You shall, during your employment, use your best endeavours to;

- prevent the unauthorised use or disclosure of any Confidential Information whether by any other officer, employee or agent or company or otherwise; and
- shall be under an obligation promptly and fully to report to the Company any such unauthorised use or disclosure which comes to your knowledge.

You shall not, during your employment or at any time thereafter make, except for the benefit of the Company, any copy, record, or memorandum (whether or not recorded in writing or on computer disk or tape or any other medium) of any Confidential Information. Any such copy record or memorandum made by you during your employment shall be and remain the property of the Company and shall be returned by you to the Company on termination of your employment or whenever required to do so by the Company.

Given the nature of its business, the Company operates to a high level of security.

You shall abide by all Company security rules and procedures as amended from time to time.

You shall:

- advise the Company of any changes to your personal circumstances that may impact on your ability to achieve and maintain your security clearance including changes to

nationality status and contacts with certain countries as defined within the security arrangements.

- comply with the Company's restrictions in relation to use of electronic devices on Company sites.
- comply with the Company's restrictions in relation to taking Company assets abroad unless explicit business approval has been obtained.
- undertake specialist training and obtain and maintain the necessary clearance for the handling of classified/confidential information as directed by the Company.
- be subject to routine random searches of your person and property on entry and exit of Company sites.
- at all times comply with the instructions of security personnel operating on Company sites.

You are required to exercise discretion about the nature of your employment with the Company, including minimising the profile of your employment on social networking sites.

18. Training

During your employment you must complete all mandatory and induction training applicable to your business area which will be paid for by the Company. You are entitled to take part in various training courses which we may provide from time to time in-house. Specific details of what courses might be available can be found on the Company intranet and E-learning System. You should speak to your line manager in the first instance if you would like to take a course.

19. Monitoring

The Company's systems enable the Company to monitor telephone, email, voicemail, internet and other communications. In order to carry out its legal obligations as an employer (such as ensuring employee's compliance with the Company's IT related policies), and for other business reasons, the Company may monitor use of systems including the telephone, email, voicemail, internet and computer systems, and any personal use of them, by automated software or otherwise.

20. Disciplinary & Grievance Procedure

You will comply with such rules or procedures regarding disciplinary and grievance matters as may be published by the Company from time to time. A copy of the disciplinary and grievance policies and procedures as amended from time to time is available from your manager or on the Company Management System.

The Company reserves the right to suspend you, with pay, while an investigation into any alleged offence of Gross Misconduct or whilst any other investigation is carried out.

21. Maternity, Paternity, Adoption and Special Leave

Where applicable you will be entitled to Maternity, Paternity, Adoption or Special leave in accordance with Company policy as amended from time to time. The relevant policy will detail the eligibility criteria, the leave duration, whether leave is with or without pay and any other features and stipulations. Copies of the current policies are available from your line manager or

on the Company Management System. The Company reserves the right to amend the policies from time to time.

22. E-Mail and Internet Use

You shall abide by the Company policy regarding use of e mail and internet access. Misuse of the Company's systems is regarded as a disciplinary offence. The Company policy as amended from time to time is available from your line manager or from the Company Management System.

23. Collective Agreements

There are no collective agreements in force that affect the terms and conditions of your employment.

24. Retirement

There is no compulsory retirement age at AWE. You are required to give at least your contractual notice of your intent to retire. You are requested where possible to give the Company as much notice as possible of your intended retirement date. Four months' notice is considered normal practice to enable the pension scheme administrators to set up any pension payments that may be due to you and to give the Company time to put appropriate succession plans in place for your role.

25. Return of Property

On or before the termination of your employment, for whatever reason, you must return to the Company all of the Company's property in your possession or control including: all keys, security and computer passes, Company credit cards (where appropriate), plans, statistics, documents, records, papers discs, tapes or other software media, including all copies.

26. Health and Safety

The Company recognises the importance of Health and Safety at Work and has established rules and procedures to assist in accident prevention. You are required to behave responsibly and to observe all health and safety rules and regulations. You have a duty to take any precautions necessary to reduce risks to yourself and others.

27. Drug and Alcohol Testing

You may be required to have routine medical examinations, which will include testing of samples of your blood, breath and/or urine. These samples may be tested for signs of drug and/or alcohol abuse. You will also be subject to random drug and alcohol testing.

28. Data Protection

The Company will collect and process information relating to you in accordance with the privacy notice which is on the Company Management System or published on AWE Corporate Website <https://www.awe.co.uk/privacy-policy/>. You shall comply with the privacy policy and associated data protection requirements communicated by the Company from time to time when handling personal data in the course of employment including personal data relating to any employee, worker, contractor, customer, client, supplier or agent of ours.

Failure to comply with the Privacy Standard may be dealt with under the Company's Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

29. Non-Competition, Non poaching of staff & Non-interference with suppliers

You hereby undertake to the Company that you shall not, without the written consent of the Company, during the period of SIX MONTHS following the Termination Date, in any capacity, be employed or engaged or otherwise interested in any trade, business, occupation or other activity that is, or is intended to be, in competition with the Restricted Business in the Restricted Area.

You hereby undertake to the Company that you shall not, during the period of TWELVE MONTHS following the Termination Date, in any capacity and whether via social media or by any other means: employ or engage, or otherwise facilitate the employment or engagement of, any person who, on the Termination Date, is a Restricted Employee and/or a Senior Employee in any business concern that competes, or intends to compete, with any Restricted Business, whether or not any such person would thereby commit a breach of contract; and/or

- a. solicit or induce, or endeavour to solicit or induce, any person who, on the Termination Date, is a Restricted Employee and/or a Senior Employee to cease working for, or providing services to, the Company, whether by offering to employ or engage such a person or by otherwise endeavouring to entice such a person away from the Company, whether or not any such person would thereby commit a breach of contract; and/or
- b. seek to entice a Restricted Supplier away from the Company or interfere with the relationship between the Company and a Restricted Supplier to the detriment of the Company.
- c. at any time after the Termination Date, represent yourself as connected with the Company in any capacity, other than as a former employee.

None of the restrictions in this clause shall prevent you from being engaged or concerned in any other business concern, provided that your duties or work shall relate solely to services or activities of a kind with which you were not concerned to a material extent in the twelve months before termination.

The restrictions imposed on you by this clause apply to you acting:

- a. directly or indirectly; and
- b. on your own behalf or on behalf of, or in conjunction with, any firm, company or person.

The periods for which the restrictions in this Clause apply shall be reduced by any period that you spend on Garden Leave immediately before Termination.

Each of the restrictions in this clause is intended to be separate and severable. If any of the restrictions shall be held to be void but would be valid if part of their wording were deleted, such restriction shall apply with such deletion as may be necessary to make it valid and/or effective.

30. Restrictive Covenants

The following provisions apply to you;

- a. In order to protect the Confidential Information and the Company's business connections to which you have access as a result of your employment, you covenant with the Company that you shall not:
 - i. for twelve months after the Termination Date solicit or endeavour to entice away from the Company the business or custom of a Restricted Customer with a view to providing goods or services to that Restricted Customer in competition with any Restricted Business;
 - ii. for twelve months after the Termination Date, offer to employ or engage or otherwise endeavour to entice away from the Company any Restricted Person;
 - iii. for twelve months after the Termination Date, employ or engage or otherwise facilitate the employment or engagement of any Restricted Person, whether or not such person would be in breach of contract as a result of such employment or engagement;
 - iv. for twelve months after the Termination Date, offer to employ or engage or employ or engage or otherwise facilitate the employment or engagement of anyone employed or engaged by any contractor or subcontractor of the Company at a supervisory, managerial or senior science level or above and who could materially damage the Company's interests if they were involved in any capacity in any business concern which competes with any Restricted Business and with whom you dealt in the twelve months before the Termination Date in the course of your employment, whether or not such person would be in breach of contract as a result of such employment or engagement;
 - v. for twelve months after the Termination Date, be involved in any capacity with any business concern which is (or intends to be) in competition with any Restricted Business;
 - vi. for twelve months after the Termination Date, be involved in any capacity with any business concern which provided contracted or subcontracted services to the Company in the twelve months prior to the Termination Date;
 - vii. for twelve months after the Termination Date be involved with the provision of goods or services to (or otherwise have any business dealings with) any Restricted Customer in the course of any business concern which is in competition with any Restricted Business; or

- viii. at any time after the Termination Date, represent yourself as connected with the Company in any capacity, other than as a former employee, or use any registered business names or trading names associated with the Company.
- b. None of the restrictions in this Restrictive Covenant clause shall prevent you from:
 - i. holding an investment by way of shares or other securities of not more than 5% of the total issued share capital of any company, whether or not it is listed or dealt in on a recognised stock exchange; or
 - ii. being engaged or concerned in any business concern, provided that your duties or work shall relate solely to services or activities of a kind with which you were not concerned to a material extent in the [twelve] months before the Termination Date.
- c. The restrictions imposed on you by this Restrictive Covenant clause apply to you acting:
 - i. directly or indirectly; and
 - ii. on your own behalf or on behalf of, or in conjunction with, any firm, company or person.
- d. The period for which the restrictions in this Restrictive Covenant clause apply shall be reduced by any period that you spend on Garden Leave immediately before the Termination Date.
- e. If, during your employment or before the expiry of the last of the covenants in this Restrictive Covenant clause , you receive an approach or offer to be involved in any capacity in a business which competes with any part or parts of the Company's business with which you are or have been involved to a material extent during your employment, you shall:
 - i. notify us in writing of the fact of the approach or offer and the identity of the person making the approach or offer as soon as possible; and
 - ii. if requested, provide a copy of any written offer as soon as possible; and
 - iii. give the person making the offer a copy of this Restrictive Covenant clause within seven calendar days of the offer being made.

The obligations contained in this Restrictive Covenant clause are continuing obligations and shall also apply if, at any time subsequent to the relevant approach or offer being made but before the expiry of the last of the covenants in this Restrictive Covenant clause , the business making the offer or approach so competes with the Company's business.

- f. The parties entered into the restrictions in this Restrictive Covenant clause having been separately legally advised.

- g. Each of the restrictions in this Restrictive Covenant clause is intended to be separate and severable. If any of the restrictions shall be held to be void but would be valid if part of their wording were deleted, such restriction shall apply with such deletion as may be necessary to make it valid or effective.
- h. If your employment is transferred to any firm, company, person or entity (the "New Employer") pursuant to the Transfer of Undertakings (Protection of Employment) Regulations 2006, you will, if required, enter into an agreement with the New Employer containing post-termination restrictions corresponding to these restrictions in this Restrictive Covenant clause, protecting the confidential information, trade secrets and business connections of the New Employer.

31. Variation of Terms and Conditions

The Company reserves the right to vary these terms and conditions of employment at its discretion in circumstances where such variation is in the interests of improving the efficiency of the Company's business.

32. Employee Warranties

You represent and warrant to the Company that, by entering into this agreement or performing any obligations under it, you will not be in breach of any court order or any express or implied terms of any contract or other obligation binding on you.

You warrant that you are entitled to work in the United Kingdom without any additional approvals and will notify the Company immediately if you cease to be so entitled.

33. Governing Law

This agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

34. Jurisdiction

Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this agreement or its subject matter or formation (including non-contractual disputes or claims).

35. Interpretation

The definitions and rules of interpretation in this Clause apply in this Agreement.

Associated Employer: where applicable has the meaning given to it in the Employment Rights Act 1996.

Confidential Information: information (whether or not recorded in documentary form or stored on any magnetic or optical disk or memory) relating to the Company's business, products, affairs and finances for the time being confidential to the Company] and trade secrets including, without limitation, technical data and know-how relating to the Company's business or any of the Company's business contacts.

Intellectual Property Rights: patents, rights to Inventions, copyright and related rights, trademarks, trade names and domain names, rights in get-up, goodwill and the right to sue for passing off or unfair competition, rights in designs, rights in computer software, database rights, rights to preserve the confidentiality of information (including know-how and trade secrets) and any other intellectual property rights, in each case whether registered or unregistered and including all applications (or rights to apply) for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which may now or in the future subsist in any part of the world.

Inventions: inventions, ideas and improvements, whether or not patentable, and whether or not recorded in any medium.

Restricted Area: the United Kingdom

Restricted Business: those parts of the Company's business with which you were involved to a material extent in the twelve months before Termination.

Restricted Customer: any firm, company or person who, during the twelve months before Termination, was a customer or prospective customer of or was in the habit of dealing with the Company with whom you had contact or about whom you became aware or informed in the course of your employment.

Restricted Person: anyone employed or engaged by the Company at the level of D Grade or above and who could materially damage the Company's interests if they were involved in any capacity in any business concern which competes with the Company and with whom you dealt in the twelve months before Termination in the course of your employment.

Restricted Supplier: any firm, company or person or other undertaking who, during the twelve months before Termination, provided goods or services to the Company and with whom you dealt with at any time during the course of your employment.

Termination Date: the date that your employment with the Company ends for all contractual and statutory purposes

36. Acceptance

I acknowledge that I have read and fully understood this Statement. I accept that this Statement, and the Pensions Annex form my entire contract of employment. These terms supersede any prior agreements and arrangements, between us, which have ceased to have effect. I am aware that any false or misleading information given by me during the application process may affect my Contract of Employment.

I also agree to abide by all other lawful rules and regulations of the Company from time to time in force as notified to me.

A copy of this document will be retained by the Company in your personal file. You should retain a copy for your records. Accepting this document electronically signifies acceptance of its contents as forming the contract of employment between yourself and the Company.

Insert signature:

Full name:

Full Job Title:

For and on behalf of AWE PLC

2022- 2023 Pay Ranges

Grade	Minimum	Maximum
Admin Services A2	£20,500	£28,700
Admin Services B1	£24,750	£37,150
Admin Services B2	£32,200	£48,300
Admin Services C1	£41,300	£65,300
Admin Services C2	£54,750	£86,500
Engineering A2	£22,890	£32,610
Engineering B1	£27,960	£41,940
Engineering B2	£35,720	£53,580
Engineering C1	£44,990	£71,110
Engineering C2	£58,500	£92,480
Environment, Safety and Health A2	£21,880	£31,160
Environment, Safety and Health B1	£26,740	£40,100
Environment, Safety and Health B2	£33,690	£50,530
Environment, Safety and Health C1	£42,420	£67,040
Environment, Safety and Health C2	£55,130	£87,130
Facilities and Estate Services A2	£23,410	£33,350
Facilities and Estate Services B1	£28,600	£42,900
Facilities and Estate Services B2	£36,030	£54,050
Facilities and Estate Services C1	£45,370	£71,710
Facilities and Estate Services C2	£58,970	£93,210
Finance A2	£21,900	£31,180
Finance B1	£26,740	£40,120
Finance B2	£33,700	£50,540
Finance C1	£42,420	£67,060
Finance C2	£56,200	£88,840
Human Resources A2	£22,350	£31,830
Human Resources B1	£27,300	£40,940
Human Resources B2	£34,400	£51,600
Human Resources C1	£43,310	£68,450
Human Resources C2	£56,300	£88,980
Information Technology A2	£22,890	£32,610
Information Technology B1	£27,980	£41,980
Information Technology B2	£35,840	£53,760
Information Technology C1	£45,100	£71,280
Information Technology C2	£58,640	£92,680
Legal and Commercial A2	£22,390	£31,890
Legal and Commercial B1	£27,360	£41,040
Legal and Commercial B2	£34,470	£51,710
Legal and Commercial C1	£43,430	£68,650
Legal and Commercial C2	£57,540	£90,940
Manufacturing A2	£21,320	£30,360
Manufacturing B1	£26,860	£40,280
Manufacturing B2	£34,910	£52,370
Manufacturing C1	£43,970	£69,490
Manufacturing C2	£57,160	£90,340
Projects and Programmes A2	£21,870	£31,150
Projects and Programmes B1	£27,550	£41,330
Projects and Programmes B2	£35,810	£53,710
Projects and Programmes C1	£45,110	£71,300
Projects and Programmes C2	£58,630	£92,670
Risk and Assurance A2	£20,500	£29,180
Risk and Assurance B1	£25,100	£37,660
Risk and Assurance B2	£32,700	£49,060
Risk and Assurance C1	£41,840	£66,140
Risk and Assurance C2	£55,440	£87,640
Science A2	£21,460	£30,560
Science B1	£26,200	£39,300
Science B2	£33,770	£50,650
Science C1	£42,520	£67,200
Science C2	£55,270	£87,350
Strategy and Communications A2	£22,120	£31,500
Strategy and Communications B1	£27,460	£41,180
Strategy and Communications B2	£35,120	£52,680
Strategy and Communications C1	£44,240	£69,920
Strategy and Communications C2	£57,510	£90,900
CRAFT A2	£27,420	£39,060
CRAFT B1	£33,460	£50,200

2023- 2024 Pay Ranges

Grade	Minimum	Maximum
Admin Services A2	£23,000	£31,140
Admin Services B1	£26,860	£40,300
Admin Services B2	£34,940	£52,400
Admin Services C1	£44,820	£70,840
Admin Services C2	£59,390	£93,870
Engineering A2	£24,270	£34,570
Engineering B1	£29,640	£44,460
Engineering B2	£37,860	£56,800
Engineering C1	£47,690	£75,370
Engineering C2	£62,020	£98,020
Environment, Safety and Health A2	£23,000	£32,410
Environment, Safety and Health B1	£27,810	£41,710
Environment, Safety and Health B2	£35,030	£52,550
Environment, Safety and Health C1	£44,110	£69,730
Environment, Safety and Health C2	£57,330	£90,630
Facilities and Estate Services A2	£24,350	£34,690
Facilities and Estate Services B1	£29,740	£44,620
Facilities and Estate Services B2	£37,470	£56,210
Facilities and Estate Services C1	£47,180	£74,580
Facilities and Estate Services C2	£61,330	£96,930
Finance A2	£23,000	£32,750
Finance B1	£28,080	£42,120
Finance B2	£35,380	£53,080
Finance C1	£44,550	£70,410
Finance C2	£59,020	£93,280
Human Resources A2	£23,360	£33,260
Human Resources B1	£28,530	£42,790
Human Resources B2	£35,950	£53,930
Human Resources C1	£45,250	£71,530
Human Resources C2	£58,830	£92,990
Information Technology A2	£24,490	£34,890
Information Technology B1	£29,940	£44,920
Information Technology B2	£38,350	£57,530
Information Technology C1	£48,250	£76,270
Information Technology C2	£62,740	£99,180
Legal and Commercial A2	£23,740	£33,800
Legal and Commercial B1	£29,000	£43,500
Legal and Commercial B2	£36,540	£54,820
Legal and Commercial C1	£46,040	£72,770
Legal and Commercial C2	£60,980	£96,400
Manufacturing A2	£23,000	£31,570
Manufacturing B1	£27,930	£41,890
Manufacturing B2	£36,310	£54,470
Manufacturing C1	£45,730	£72,280
Manufacturing C2	£59,440	£93,960
Projects and Programmes A2	£23,290	£33,170
Projects and Programmes B1	£29,340	£44,020
Projects and Programmes B2	£38,140	£57,200
Projects and Programmes C1	£48,030	£75,930
Projects and Programmes C2	£62,440	£98,700
Risk and Assurance A2	£23,000	£30,630
Risk and Assurance B1	£26,360	£39,540
Risk and Assurance B2	£34,340	£51,500
Risk and Assurance C1	£43,930	£69,450
Risk and Assurance C2	£58,220	£92,020
Science A2	£23,280	£33,160
Science B1	£28,420	£42,640
Science B2	£36,640	£54,960
Science C1	£46,130	£72,910
Science C2	£59,960	£94,780
Strategy and Communications A2	£23,000	£32,440
Strategy and Communications B1	£28,280	£42,420
Strategy and Communications B2	£36,180	£54,260
Strategy and Communications C1	£45,560	£72,020
Strategy and Communications C2	£59,230	£93,630
CRAFT A2	£29,060	£41,400
CRAFT B1	£35,470	£53,210