

## Jury Service Policy

### What this policy covers

Any employee registered to vote and aged between 18 and 76 may be called for jury service. This usually lasts for 10 days but can be more or less. The Company appreciates that you must carry out jury service when you are issued a jury summons form, unless a delay is necessary.

This policy sets out the Company's stance in respect of paid and unpaid time off during a period of jury service.

### Your entitlements

When you have been called for jury service, you are entitled to time off work for this purpose.

You will receive basic pay for time spent on jury service, up to two working weeks. Any payment beyond two working weeks will be considered and may be made at the discretion of the Company.

### Procedure

When you receive the jury summons you should notify your manager and HR immediately to give full details of the dates and times of your absence.

The Company may take the view that your absence will cause disruption and therefore cannot be accommodated. If this happens, you will be asked to request to be excused or defer your jury service.

### Your responsibilities

You are expected to keep the Company informed should there be any changes to your jury duty, such as the dates being changed or you are released from it early.

If you are informed you are not needed for jury service during working hours, then you should return to work where practicable.

If an employee is believed to have acted in such a way that could be considered a breach of this policy, then the Company will consider taking disciplinary action. If an employee has taken unauthorised absence, then this may be classed as gross misconduct and could result in dismissal without pay.

You will not be paid for any period of unauthorised absence.