



**HRP07**  
**Industrial Relations Policy**

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**Circulation List**

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<b>Copy No.</b>	<b>Holder</b>
1	Human Resource Management Representative

**Amendment History**

This policy is reviewed periodically, at least annually, and is retained for a period of three (3) years. Amendments and revisions are distributed to the named holders. The history of amendments and the issue of revisions are recorded below.

<b>Date</b>	<b>Amend. No.</b>	<b>Page No.</b>	<b>New Issue No.</b>	<b>Reason for Change</b>	<b>Authorised By</b>
01/06/2019	-	All	1	Initial release	Dmitry Samarin
01/06/2020	1	All	2	Annual review	Dmitry Samarin
01/06/2021	2	All	3	Annual review	Tony O'Sullivan
01/06/2022	3	All	4	Annual review	Tony O'Sullivan
20/02/2024	4	All	5	Annual review	Tony O'Sullivan
05/09/2024	5	All	6	Corporate changes	Tony O'Sullivan
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## 1. Introduction

RETN Capital recognises the importance of maintaining positive industrial relations with all interested parties, including employees, subcontractors, and clients. The successful implementation of our UKAS approved and certified Integrated Management System demonstrates our ongoing commitment to engaging all our employees, representatives, and clients in the processes that safeguard their rights and wellbeing under UK and international law. This Industrial Relations Policy outlines the company's commitment to managing all industrial relations matters in a fair and professional manner, and in accordance with the legislative statutes and devices of any given territory within which we have the privilege to work.

RETN Capital's industrial relationships are founded upon our stoic recognition of the rights of the individual and any interested party to fair treatment in all matters relating to their health and safety and general wellbeing within the workplace at all times, including union recognition, membership and representation. Under no circumstances will the company encroach upon the rights nor endanger or risk the health and safety of any employee for the opportunity of generating revenue. All those with whom the Company deals will be treated with respect and dignity without exception.

## 2. Compliance

RETN Capital will be compliant with all applicable industrial laws, regulations, statutory obligations, awards, agreements, codes of practice and guidelines.

Reference to our ongoing commitment in maintaining sound and fair industrial relations can be found in the following policy documents and publications:

- Employee Handbook
- Equal Opportunities Policy
- Ethical Sourcing Policy
- Corporate Social Responsibility Policy
- Employment of Migrant Workers Policy
- Harassment and Bullying Policy
- Refusal to Work Policy

RETN Capital provides fair and equitable management of all industrial issues pertaining to the health, safety and welfare of its employees, and has an equally high level of expectation from any engaged third party.

We recognise our employees' right and entitlement to fair and unbiased representation including trade union membership, and maintain open and consultative relationships with all our employees and any elected representatives at all times.

## 3. Management & Arbitration

RETN Capital complies with all legislative statutes and devices presented under UK law, and endeavours to develop close working partnerships with each of our clients' own Industrial Relations policies. As such, RETN Capital recognises the rights of all employees to join a recognised trade union should they wish to do so, and without any prejudice whatsoever.

For site based staff or subcontract operatives, the Client or the Principal Contractor will take responsibility for communicating all matters pertinent to the management of industrial relations.

RETN Capital will monitor the industrial relations of our suppliers, and will ensure compliance with this policy and the [Information and Consultation of Employees Regulations 2004](#) which requires employers to establish arrangements for informing and consulting their employees by way of either a negotiated agreement, or by the standard provisions laid down in the Regulations if requested by 10% of the workforce. The Central Arbitration Committee's responsibility is to resolve disputes about the establishment and operation of these arrangements.

Website: <https://www.gov.uk/government/organisations/central-arbitration-committee>

E-Mail: [enquiries@cac.gov.uk](mailto:enquiries@cac.gov.uk)

#### **4. Coordination**

Coordination will be in accordance with any reasonable requirement imposed by way of contract upon RETN Capital and our supply chain. To this end, the RETN Capital Chief Executive Officer will attend any such meetings where applicable.

Employment particulars will be in accordance with each appropriate employee contract, and shall be executed in accordance with all relevant external policies and those contained within the Employee Handbook.

The Chief Executive Officer will be notified of any disputes, grievances, or any other matters that may require disciplinary action.

The Chief Executive Officer will initially coordinate a review meeting of the individuals concerned, liaising with representatives responsible for site arrangements to ensure actions for industrial relationship mediation are established in good time, efficiently, and to minimise and mitigate any negative impact, perceived or otherwise, to the continuity of nominal service provision.

#### **5. Review**

This policy was approved by the Chief Executive Officer on 01/06/2022 and is subject to annual review.



**Tony O'Sullivan**  
**Chief Executive Officer**  
**RETN Capital Ltd**

20 February 2024

#### **6. Declaration**

I, the undersigned, have read and understood this policy in its entirety and agree to comply with it in full and without exception.

**Name (Please print):** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_/\_\_\_/\_\_\_