

1. Working hours

Standard hours are 37.5 per week, Monday to Friday. Core hours are 10:00 to 15:00; outside them, start and finish times are agreed with your manager.

2. Leave

Full-time staff receive 26 days of annual leave plus public holidays. Up to five unused days may be carried into the first quarter of the following year.

3. Equipment

Laptops and meters issued to you remain company property and are returned on your last working day. Report any loss to the IT desk within 24 hours.

4. On-call

Field engineers join the weekend rota after completing their first three months. Engineers on the weekend rota receive an on-call allowance of

EUR 42 per weekend, paid with the following month's salary. Call-outs are paid separately at the overtime rate.

5. Expenses

Mileage is reimbursed at the published company rate. Submit claims within two months, with receipts attached.