

**Updated 18<sup>th</sup> August 2003**

**LONDON UNDERGROUND LIMITED**

**APPENDICES TO STATEMENT OF MAIN TERMS AND CONDITIONS OF  
EMPLOYMENT FOR OPERATIONAL STAFF AND OPERATIONAL  
MANAGERS**

Appendix 1: Sick Pay Scheme

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## LONDON UNDERGROUND

### SICK PAY SCHEME

#### OPERATIONAL STAFF AND OPERATIONAL MANAGERS

##### 1. EMPLOYEES COVERED BY THE SCHEME

The scheme shall apply to all Operational Staff and Operational Managers in respect of new spells of sickness starting after moving to new pay and conditions, unless the new spell links with a previous sickness under the former scheme.

##### 2. CONDITIONS UPON WHICH SICK LEAVE, AND COMPANY SICK PAY, WILL BE GRANTED

Employees will be granted sick leave subject to complying with departmental requirements regarding prompt notification of absence and provision of self-certificates and doctor's statements. Subject to entitlement qualification, in respect of each rostered day/shift for which sick leave is granted an employee will be paid Company Sick Pay in substitution for contractual pay.

##### 3. FORFEITURE OF SICK LEAVE AND SICK PAY

- i) Employees who are absent through sickness or injury, and who fail to comply with departmental requirements regarding prompt notification of absence or provision of Self-Certificates and Doctor's Statements to the best of their ability, will not be granted sick leave and will forfeit any right to receive Company Sick Pay during such absence.
- ii) Employees absent from duty through sickness or injury attributable to intemperance, drug abuse or misconduct forfeit the right to be granted sick leave, and the right to receive Company Sick Pay during such absence.

##### 4. PERIOD OF PAYMENT OF SICK PAY

The periods for which Company Sick Pay will be payable will be determined according to the employee's length of service at the end of the payroll week in which the sickness commences.

Scales:-

Under one year's service (at management's discretion)	-	9 weeks
One year but under six years' service	-	24 weeks
Six years' service or over	-	39 weeks

Entitlement to Company Sick Pay will normally cease at the end of the appropriate period reached above. In exceptional circumstances, an extension to the entitlement may be granted at management's discretion.

However, the Company reserves the right to withdraw Company Sick Pay at the management's discretion.

**5. ENTITLEMENT TO BE DECIDED AT COMMENCEMENT OF ABSENCE**

The entitlement to sick pay during a period of sickness will be decided by reference to the employee's entitlement at the beginning of that period of sickness. Employees who during a period of absence, exhaust sick pay entitlement under this scheme cannot re-qualify for further sick pay during that absence.

**6. SICK PAY**

Company Sick Pay is defined as contractual pay inclusive of Statutory Sick Pay or state sickness/invalidity benefit (where applicable).

Sick Pay will be paid from the first full day of sickness and will be determined by dividing the weekly rate of pay by the average standard number of rostered shifts per week.

**7. STATE SICKNESS / INVALIDITY BENEFITS**

For periods, or part periods, of sick leave during which there is an entitlement to claim state sickness/invalidity benefit from the Benefits Agency of the DSS, the weekly rate of Company Sick Pay will be reduced by the weekly rate of the state benefit.

It will be assumed that the employee is able to claim state benefit in respect of himself/herself and an adult dependant, unless the employee certifies that he/she cannot claim for a dependant. A married woman who has opted to pay reduced rate national insurance will be treated as though paying full rate and entitled to claim.

If an employee is disqualified from claiming full rate state sickness/invalidity benefit through their own fault, or because of insufficient contributions, the Company retains the right to determine the amount of such benefit to be taken into account for the purpose of this Scheme.

**8. EMPLOYEES WITH BROKEN SERVICE**

If service is broken owing to redundancy and the break does not exceed three years, service will be treated as continuous for the purpose of this scheme.

**9. LINKING-UP OF ABSENCES**

Where a new sickness absence occurs within a short time after the end of a previous absence these absences may be linked up for determining entitlement. A link will occur unless the gap between the two absences is of at least three complete payroll weeks.

Where an absence links with a previous absence then entitlement to Company Sick Pay will be related to the entitlement at the beginning of the first absence.

*Note: Successive absences can continue to link until there is a break of at least three full payroll weeks.*

**10. ACCIDENTS/ASSAULTS - RECOVERY OF DAMAGES**

In the event of employees receiving Company Sick Pay for absence arising from an accident or assault, on or off duty, any such sick pay received under this scheme will be repayable to the Company in the event of the employee recovering damages from a third party (including the Criminal Injuries Compensation Authority and the Motor Insurer's Bureau) in respect of loss of pay.

*Note: "Assault Pay" and absence due to assault or as a result of involvement with an incident involving a person under a train, will not count against employee's subsequent entitlement to sick pay in respect of any future sickness absence.*

**11. SICKNESS WHILE ON ANNUAL LEAVE**

Employees sick during a period of annual leave, and whose sickness absence is supported by a Doctor's Statement, may elect to have the period treated as sick leave and to be granted equivalent annual leave at a later date.

**12. SICKNESS WHILE ON LEAVE OVERSEAS**

Employees who become sick overseas whilst on paid leave must immediately obtain and send to their Employing Manager a Doctor's Statement signed by a registered medical practitioner specifying:

- (a) the date of commencement of the illness;
- (b) the nature of the illness;
- (c) the predicted date of fitness to travel to the UK if this is later than the last day of the agreed period of leave.

**13. MAXIMUM PERIOD OF SICK LEAVE**

The maximum continuous period of sick leave that may be granted to an employee will normally be fifty-two weeks (a proportion of which may be unpaid). Service with the Company may however, be terminated prior to the end of that period. At management's discretion further sick leave may be granted to staff with more than five years' service where there is reasonable prospect of return to duty within the period of extension. This does not affect the right of the Company to terminate an employee's contract prior to the expiry of the maximum sick pay period.

**EMPLOYEE TRAVEL CONCESSIONS**

**1. NEW ENTRANTS AND STAFF WHO ENTERED SERVICE ON OR AFTER 1<sup>st</sup> APRIL 1996**

Each employee is eligible for a Staff Pass which can be used for travel at no cost to the holder on the following services at all times.

These are:

- London Underground
- Docklands Light Railway
- Croydon Tramlink
- Bus services displaying a sign stating "Welcome Valid Bus Passes and Travelcards accepted" accompanied by a white roundel against a red background.
- It is also valid on the following services operated by National Rail (standard class only) between the following stations:-

Amersham - Marylebone	Gunnersbury - Richmond
Kentish Town - Moorgate	Finsbury Park - Moorgate
Euston - Watford Junction	Fenchurch Street - Upminster
Farringdon - London Bridge	Stratford - Liverpool Street
Farringdon - Elephant & Castle	Stratford - West Ham

These passes are not transferable and are issued at management’s discretion. They are not valid without a proper accompanying photocard, which will be issued to employees.

Each employee may also have the use of a travel pass on the same terms as the employee, known as a Nominee Pass, for one adult (16 years or over) residing at the same address as the employee.<sup>1</sup>

The dependent children of employees are eligible for quarter-rate prices on London Underground services on production of a Privilege Ticket Authority Card (PTAC), which will be issued to them.

**2. EMPLOYEES WHO JOINED SERVICE BEFORE 1<sup>st</sup> APRIL 1996**

An employees who was eligible for discretionary travel concessions for him/herself and dependants on Association of Train Operating Company (ATOC), formerly British Rail, services prior to 1<sup>st</sup> April 1996, may:

Surrender these ATOC facilities in return for a Nominee Pass and concessionary travel on London Underground rail services only for dependent children; or

Retain the concessionary prices on ATOC services for him/herself an adult dependent and dependant children.

Full details of all these facilities are available in the LT Staff Travel Facilities Manual, copy of which is available in your local Human Resources Office.

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<sup>1</sup> Only available to employees on fixed term contracts where the contract is for six or more months.

Note: Eligibility for concessionary travel may be withdrawn if an employee, nominee or dependant loses, defaces, abuses, misuses or has stolen through personal negligence a pass, photocard and/or PTAC. Also, abuse / misuse may result in the bearer being prosecuted and the employee concerned being additionally subject to disciplinary action, which may result in dismissal.

# LONDON UNDERGROUND

## DISCIPLINARY PROCEDURE

### 1. INFORMAL ORAL WARNINGS

Minor breaches of discipline will be dealt with informally by the manager or supervisor to whom the employee normally reports (referred to as the local manager) in the form of advice or an oral warning. (Oral warnings will be confirmed in writing).

The employee will be:

- F advised of the reason for the warning and the expected standards of performance and conduct. (Counselling and/or further training will be given if appropriate.)
- F informed that formal disciplinary action may be taken if the expected standards are not met or if a similar offence is committed within a defined timescale.

### 2. ESTABLISHING THE FACTS

In circumstances where it appears to the local manager that an employee has not heeded one or more informal oral warnings or that the employee may have committed a more serious breach of discipline, with or without previous warnings, he or she will carry out an investigation to establish the facts.

The investigation to establish the facts will take place as soon as possible. The local manager will interview the employee concerned and, as far as is reasonably practicable, other persons who witnessed the incident or have evidence which is directly relevant to the case. (As this is not a formal disciplinary hearing, the employee will not be entitled to representation at this stage.) Where appropriate, written signed statements will be obtained.

Having concluded the investigation, the local manager will decide whether or not there is evidence to suggest there is a case to answer. If there is no such evidence, he or she will advise the employee that no further action will be taken. If there is such evidence he or she will:

either

- F give an informal oral warning (confirmed in writing)

or

- F refer the employee to a formal disciplinary hearing.

### 3. PRIOR TO A DISCIPLINARY HEARING

The employee will be given a written instruction to attend a disciplinary hearing and will be notified of the charge(s) and his or her right to be accompanied by a trades union representative, or workplace colleague from the employee's location who must not be in a position of authority over the employee. A trades union representative in this context will be either a head office official or the employee's local representative appointed under the appropriate machinery of negotiation. The employee will not be

entitled to be accompanied by someone who is not an employee of the Company, other than a trades union head office official.

A minimum of three clear working days' notice (or fewer if mutually agreed) will be given to allow the employee to prepare his or her case and arrange for a representative.

The local manager will prepare a report for the manager(s) taking the disciplinary hearing including details of the breach of discipline and the evidence obtained during his or her investigation appending, where appropriate, signed written statements and other documentation, such as extracts from the rule allegedly infringed. It will also include any other details concerning the employee relevant to the case. This report will be given to the manager(s) taking the hearing, with a copy to the employee, at least 48 hours prior to the hearing.

The local manager will also extract from the employee's disciplinary file a summary of any disciplinary penalties which are still valid (see clause 9). This will be temporarily appended to the employee's staff record, which will be made available to the manager(s) concerned at the disciplinary hearing, and removed and returned to the disciplinary file when the case has been concluded.

#### **4. DISCIPLINARY ACTION AGAINST TRADES UNION REPRESENTATIVES**

No formal disciplinary action will normally be taken against an employee who is an accredited trades union representative until the circumstances of the case have been discussed with a full-time official of the union concerned. If no full-time official is available for discussion, a written notification will be sent to the headquarters of the union at least seven days before the disciplinary hearing takes place.

#### **5. SUSPENSION PENDING A DISCIPLINARY HEARING**

In certain circumstances, such as when serious misconduct or negligence is alleged, or where an employee is refusing to obey a proper instruction, an employee may be suspended from normal duty with pay pending a disciplinary hearing.

A manager of the level specified to take disciplinary hearings may suspend an employee in these circumstances pending a disciplinary hearing. In the absence of a specified manager, the senior manager on duty at that location may suspend an employee for the remainder of the shift following the incident or conclusion of an investigation, as appropriate, and the suspension will subsequently be confirmed or otherwise by a manager of the level specified to take disciplinary hearings. The suspension will be advised to the employee in writing. If appropriate, the employee will be required to carry out other duties for which he or she is competent/licensed during the period of suspension.

#### **6. DISCIPLINARY HEARINGS**

Disciplinary hearings will be taken by no more than two managers of a level higher than the employee concerned and at least Manager grade. Where there are two managers, one will take the role of chairperson. A management-appointed notetaker will also be in attendance.

A manager who has had involvement in a particular case (other than to confirm or otherwise a suspension from duty) will not take the disciplinary hearing.

An employee may also request arrangements for the attendance of witnesses, provided their evidence has a direct probative value.

At the disciplinary hearing the chairperson/manager will outline the alleged breach of discipline and the evidence relating to it and ask questions relating to the case. The

employee and/or the representative may state the employee's case and advance any extenuating circumstances.

A hearing may be adjourned by the chairperson/manager in circumstances such as:

- F the employee gives justified reasons for requiring more time to prepare his or her case.
- F the attendance of witnesses not previously requested is agreed by the chairperson/manager and time is required to arrange for their attendance.
- F further enquiries need to be made by the chairperson/manager.

The hearing will also be adjourned whilst the manager(s) taking the hearing consider the evidence and reach a decision.

If the chairperson/manager concludes that the alleged breach of discipline is substantiated he or she will decide the disciplinary action to be taken. In reaching this decision, account will be taken not only of the seriousness of the breach of discipline but also the employee's length of service and general record, as shown on the employee's staff record which the chairperson/manager may consult at this stage, and any extenuating circumstances advanced during the hearing. In announcing the decision, the chairperson/manager will indicate the extent to which these factors have affected the disciplinary decision.

The disciplinary penalty and the right of appeal to a more senior manager will be confirmed in writing to the employee. The employee will be required to acknowledge receipt of the confirmation.

## **7. APPEAL**

All employees have the right to appeal against the result of a disciplinary hearing to a more senior manager, at least Business Manager grade, who must not have been involved in the case at an earlier stage.

If the employee wishes to appeal, an application must be made in writing to the specified manager within seven calendar days, unless there is a legitimate reason for delay. The appeal must state the grounds on which it is made.

A disciplinary penalty will be held in abeyance until consideration of an appeal has been concluded, except in cases of dismissal, regrading, or transfer to other work because of unsuitability for present duties where the penalty will be effective immediately, an appeal being treated as an application for reinstatement.

The manager receiving the appeal will arrange a date and time for the hearing as soon as practicable but giving a minimum of three clear working days' notice to the employee. The appeal will not normally be a rehearing of the case. The employee will be entitled to state his or her reasons for the appeal and have the same rights of representation as at a disciplinary hearing. When intending to appeal, the employee may retain the report to the disciplinary hearing until after the appeal hearing. A record of the disciplinary hearing will be made available to the manager and the employee at least 24 hours in advance of the appeal. If new evidence is brought forward at the appeal it will be open to the manager considering the case:

- F to refer the case back to disciplinary hearing level conducted by either the same or different manager(s)

or

F to continue with the appeal hearing.

The decision of the manager hearing the appeal, which may be a confirmation, variation or cancellation of the penalty, will be given orally and confirmed in writing to the employee, who will be required to acknowledge receipt in writing. The manager hearing the appeal may not give a more severe penalty than the penalty given at the disciplinary hearing.

If no appeal is made, or if the appeal confirms or varies from the original disciplinary decision, action will be taken to implement the decision and the staff record of the employee will be endorsed with details of the breach of discipline and the disciplinary decision.

## **8. DISCIPLINARY POWERS**

A local manager may only give an oral warning or advice (which will be confirmed in writing for reference purposes).

The chairperson/manager taking a formal disciplinary hearing may impose one or more of the following penalties, which will be entered on the staff record:

- F caution
- F final caution
- F withdrawal of privilege travel facilities for the abuse of such facilities
- F suspension without pay, which will in no case exceed the number of contractual shifts in the employee's standard working week
- F regrading or transfer to other work, either of which may involve a transfer of location, reduction in pay and/or a prohibition on applying for transfer, promotion and associated skills training for a future period.
- F dismissal with due notice
- F summary dismissal

The chairperson/manager may add qualifications to a penalty, such as a restriction on working in a certain area, a reference for refresher training or an appropriate warning about future conduct, or suspend a sentence subject to satisfactory conduct for a period where appropriate, in which case a formal disciplinary hearing will take place in the event of an infringement of the terms of suspension to confirm enactment of the original decision. Where a final caution is given, the standard of performance required during the period of validity will be specified.

If the chairperson/manager considers a formal penalty to be inappropriate an oral caution may be given (which will be confirmed in writing for reference purposes).

## **9. TIME LIMITS FOR INFORMAL ORAL WARNINGS AND DISCIPLINARY PENALTIES**

Oral warnings given by the local manager and cautions given as a disciplinary hearing penalty (including oral cautions) will be valid for twelve months.

Final cautions will be valid for two years.

Where another penalty is awarded, such as regrading, the chairperson/manager at the disciplinary hearing or the manager taking the appeal will specify the length of time for which the penalty will apply, unless the penalty is permanent.

Oral warnings and disciplinary hearing penalties will become time-expired at the end of their period of validity (either from the date given or confirmed on appeal, as appropriate), unless similar or related offences occur during that time, in which case the period will be extended for a further twelve months from the date a further warning/penalty is given.

**10. DISMISSAL**

Except when gross misconduct or gross negligence has occurred, an employee will not normally be dismissed for a first breach of discipline. Dismissal without notice may occur in the event of gross misconduct or gross negligence but only after a matter has been considered through the formal disciplinary procedure.

**11. REVIEW AT DIRECTOR LEVEL**

A full-time trades union official will be entitled to raise a disciplinary matter with the appropriate Director as a last resort, in exceptional circumstances, where it is considered that there has been a failure of the procedure, where there is an issue of principle, or where there is thought to have been a clear injustice.

**12. DOCUMENTATION AND RETENTION OF DISCIPLINARY RECORDS**

Notes will be taken of all disciplinary interviews, interviews carried out by local managers to establish the facts concerning a potential disciplinary issue, disciplinary hearings and appeals. These, and copies of oral warning and oral caution confirmations, disciplinary hearing and appeal decisions must not be filed permanently on the employee's staff record. They will, however, be retained in the employee's separate disciplinary file for reference purposes. In the event of an employee leaving service, his or her disciplinary file must be retained for at least seven years.

**13. VARIATIONS TO THE PROCEDURE**

F Witnesses may not be called if it is sensible that their anonymity is preserved.

F New entrant employees who fail training and/or probation may be discharged by their manager without reference to a formal disciplinary hearing in the following circumstances:

F failure to achieve the required standards

F unsatisfactory job performance despite counselling

F poor attendance

They will, however, be entitled to representation at any interviews at which termination of employment is discussed.

Such employees who are charged with a specific disciplinary offence, (other than poor attendance), will, however, be dealt with in accordance with the disciplinary procedure.

F Minor variations to these procedures which do not materially affect the requirements of justice are permissible.

**LONDON UNDERGROUND**

**GRIEVANCE PROCEDURE**

**Purpose**

- 1.1 It is expected that most problems concerning an individual employee and his/her employment with London Underground will be dealt with satisfactorily in the course of the normal working relationship between the employee concerned and his/her immediate supervisor.
- 1.2 The purpose of the individual grievance procedure is to provide a framework for dealing promptly and fairly with problems which have not been sorted out through the normal working relationship. The objective is to settle the matter as near as possible to its origin.

**Procedure**

- 2.1 The procedure is as follows: -

**Step I -**

An employee with a grievance regarding any matter affecting his/her employment shall in the first instance raise it formally with his/her immediate supervisor/manager in writing. The supervisor/manager should respond in writing within 7 days.

**Step II -**

If the employee is not satisfied with the outcome at Step 1, he/she may then either:-

- raise the grievance themselves with the appropriate next level manager;
- or
- assisted by a local representative, raise the grievance with the appropriate next level manager;
- or
- assisted by a fellow employee in the local area, raise the grievance with the appropriate next level manager;
- or
- ask the local representative to list the grievance for discussion at the next Local Level Committee, or Functional Council where there is no Local Committee.

### **Step III -**

If the employee chooses to raise the grievance with the appropriate next level manager, with or without assistance, and considers the grievance has not been resolved, then the employee may:-

- raise the grievance themselves with the appropriate Human Resources (HR) or General Manager;

or

- assisted by a local or Functional Council representative or his/her full time trades union head office official, raise the grievance with the appropriate HR or General Manager;

or

- assisted by a fellow employee in the local area, raise the grievance with the appropriate HR or General Manager.

This will be the final stage in the individual grievance procedure.

**2.2** A brief record of each stage will be kept.

**2.3** If at any stage while considering a question under this procedure it becomes apparent that the question is one of collective application, it shall no longer be considered under this procedure but shall be referred to the appropriate level of the collective bargaining procedure.

**2.4** Grievances of a collective nature will not be eligible for discussion through this individual grievance procedure; such cases are to be handled through the collective bargaining procedure. The staff concerned must refer the matter to their local representative, who will raise it with their local supervisor/manager as appropriate. Failing satisfactory resolution within 7 days, the matter then becomes eligible for discussion at Local Level.

**2.5** Complaints of harassment (on the grounds of race, colour, nationality, gender, disability, sexual orientation, age or any other personal characteristic) will not be dealt with under these arrangements. They will be dealt with under the Harassment Procedure from the end of March 2000.

In the case of any other issue of a personal nature which the individual does not wish to raise either with the local supervisor or manager, the employee may raise the grievance with the appropriate manager responsible for employee relations in the group, area or depot concerned.

## **LONDON UNDERGROUND**

### **WAGES ACT 1986**

#### **REPAYMENTS OF DEBTS DUE TO LONDON UNDERGROUND**

- A. If during service with your employing Company a debt becomes due from you to the Company, you will make reasonable arrangements for the repayment of such a debt. The Company may make deductions from your pay to recover any debt and by accepting employment with the Company you agree to any such deduction.
- B. On leaving service you will agree to a deduction from monies due for whatever reason, of all debts due to the Company.

The debts referred to above in A and B include the following:-

- 1. Fines in respect of lost travel passes and/or identity cards for the employee, and/or his/her spouse/partner and/or children (in the last two cases only if the passes are held by virtue of the employee's employment).
- 2. The value of any Company property lost or damaged by an employee whether or not the loss or damage occurred in the course of their employment and property not returned by them to the Company when they have been requested in writing to return it.
- 3. Any sick pay or assault pay repayable to the Company under the provisions of the appropriate sick pay scheme or the provision of the assault pay scheme respectively.
- 4. Any wages paid for annual leave taken in the final year of employment in excess of the leave due on a pro-rata basis.
- 5. Any amounts adjudged to be due to the Company by a court or tribunal which are still outstanding.
- 6. Any amount paid by a court or tribunal in respect of loss of earnings while also in receipt of salary or wages for the day(s) concerned, arising from attendance at a magistrates or other court, or tribunal, in the capacity of witness or juror.
- 7. The full amount outstanding of any loan given by the Company, including any amounts due because of the guaranteeing of any mortgage by the Company.
- 8. Any rent arrears in respect of any Company property occupied at any time.



**DATA PROTECTION ACT 1998**

**1. General**

LU will collect, hold and process information consisting of personal data, including sensitive personal data (see below) about all its employees, who are referred to in the Act as “data subjects”.

The purposes for which information is held about data subjects is for use solely for administrative and personnel management purposes, including but not limited to: recruitment, appraisals, performance, promotion, training, career development, pay and remuneration, pension and insurances and other benefits, payroll, tax, national insurance, other deductions from pay, health and safety and discipline and grievances.

**2. Sensitive Personal Data**

The Act defines “sensitive personal data” as personal data consisting of information as to racial or ethnic origin; political opinions; religious beliefs or other beliefs of a similar nature; membership of a trades union; physical or mental health or condition; sexual life; the commission or alleged commission of any offence or any proceedings for any offence committed or alleged to have been committed, including the disposal of such proceedings or the sentence of any court in such proceedings.

The purpose for which sensitive personal data about data subjects is held is for use solely for equal opportunities monitoring or for the provision of specific services to individuals, including but not limited to: suitability and fitness for work, sick pay and sick leave, absence control, maternity leave and pay, parental leave, safe environment and obligations under the Disability Discrimination Act and entitlements relating to trades union membership.

**3. Statutory Purposes**

In addition to the above purposes, LU may collect, hold and process data including sensitive personal data if it is necessary to do so for compliance with any statutory duty with which the company are required to comply.

**4. Third parties**

If necessary for the above purposes, LU may transfer personal data to any subsidiary and associate companies, insurers, legal, medical and other professional advisers, administrators of the LRT Pension Fund Trustee Company or employees’ own pension providers, and any other companies to which they have contracted work relating to any of the above purposes for which the personal data are to be used. Data may also be disclosed to others at an employee’s own request.

## **5. Good practice**

The Data Protection Act sets out eight enforceable principles of good practice, to which LU will make all reasonable efforts to adhere. These principles are that the data must be: fairly and lawfully processed; processed for limited purposes and not in any manner incompatible with those purposes; adequate, relevant and not excessive; accurate; not kept for longer than is necessary; processed in accordance with individuals' rights; secure; not transferred to countries without adequate protection.

## **6. Access and correction**

Employees have a right to request access to, and to request correction of, their personal data in relation to their employment. Employees wishing to exercise these rights should contact their employing manager or local Human Resources Office.