



# IMPULSUS

## *EMPLOYMENT POLICY*

Version 2.0

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*Impulsus | UK*

# Impulsus Employment Policy

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## 2 Purpose

The purpose of this document is to describe the policies and processes that relate to Impulsus employee relationships.

## 3 Policy statement

It is fundamental to the success of Impulsus as a business that we are able to attract and retain the best talent. To accomplish this we need to be a great employer and foster long lasting, mutually beneficial relationships.

Impulsus values reputation and client relationships. All representatives of Impulsus have a role to play in our success. For these reasons we are bound in our employment contracts to the codes of conduct and policies defined below. These allow us to act confidently and quickly for the firm as we deliver business value for our clients.

This policy will be reviewed at least annually but also as Impulsus grows. There are sections in this document for future development to highlight where need will develop as we scale.

## 4 Who is covered?

This policy applies to all employees (whether temporary, fixed-term, or permanent), consultants, contractors, trainees, seconded staff, home workers, casual workers, agency staff, volunteers, interns, agents, sponsors, or any other person or persons associated with us (including third parties), or any of our subsidiaries or their employees, no matter where they are located (within or outside of the UK). The policy also applies to Officers, Trustees, Board, and/or Committee members at any level.

## 5 Employee conduct

A summary of the expectations of Impulsus employees is below and the details of many areas are outlined in the policy statements listed.

### 5.1 Compliance with law

All employees must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.

### 5.2 Respect in the workplace

All employees should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization. Employees should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

### 5.3 Protection of Company Property

All employees should treat our company's property, whether material or intangible, with respect and care.

- We shouldn't misuse company equipment or use it frivolously.

- We should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports etc.) Employees should use them only to complete their job duties.
- Employees should protect company facilities and other material property (e.g. company cars) from damage and vandalism, whenever possible.

#### 5.4 Professionalism

All employees must show integrity and professionalism in the workplace which includes a professional appearance.

Employees should act in line with the Impulsus principles and culture as defined in the quality policy.

#### 5.5 Corruption

We discourage employees from accepting gifts from clients or partners. We prohibit briberies for the benefit of any external or internal party.

#### 5.6 Job duties and authority

All employees should fulfill their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

We encourage mentoring throughout our company.

We encourage servant style leadership and value innovation from all members of the team as we look for continuous improvement.

#### 5.7 Absenteeism and tardiness

Employees should follow their schedules. We can make exceptions for occasions that prevent employees from following standard working hours or days. But, generally, we expect employees to be punctual when coming to and leaving from work.

#### 5.8 Conflict of interest

We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

#### 5.9 Collaboration

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

#### 5.10 Communication

All employees must be open for communication with their colleagues, supervisors or team members.

#### 5.11 Benefits

We expect employees to not abuse their employment benefits. This can refer to time off, insurance, facilities, subscriptions or other benefits our company offers.

## 5.12 Policies

All employees should read and follow our company policies. If they have any questions, they should ask their line manager for clarification.

## 6 Employee diversity and inclusion Policy

This is defined in the Impulsus Equal opportunities and diversity policy document

## 7 Employee development

This is defined in the Impulsus training and development policy and process document

## 8 Employee Performance management

The performance management process runs annually with reviews in Q1.

The core elements of the review are: quality of deliverables, cultural fit and client value delivered. This will be outlined in the appraisal form which has input from employee and line manager.

## 9 Employee Social media usage policy

This is defined in the Impulsus Communications, Email, Internet Policy, and Social Media Policy and process document

## 10 Employee Disciplinary process

This is defined in the Impulsus disciplinary policy and process document

## 11 Employee Grievance process

This is defined in the Impulsus grievance policy and process document

## 12 Future Sections to be developed

As a small firm Impulsus has a developing position on areas of this policy that will in future be included as the need develops.

### 12.1 Resource planning and management

### 12.2 Talent management processes

### 12.3 Employee Succession planning

### 12.4 Monitoring of Employee Attrition rates and causes

### 12.5 Employee dress code policy