



IMPULSE LEISURE SUMMARY OF TERMS & OTHER INFORMATION

SALARIES - Salaries are paid monthly, direct into a bank or building society account.

PROBATION PERIOD - Appointments are subject to the receipt of satisfactory references (including a satisfactory Disclosure reference from the Disclosure and Barring Service, which **must** include an annual subscription to the DBS Update Service where relevant to the role) and subject to successful completion of a probationary period; this is normally 6-months.

NOTICE - Less than one month's service the notice required is nil. From one month's service to successful completion of probationary period the notice required is one week. After successful completion of probationary period the notice is one month, unless the employment expressly states otherwise. After 5 years continuous service, the notice from Impulse Leisure (the employer) rises by one week per year, up to a maximum total of 12 weeks after 12 years continuous service.

ANNUAL LEAVE ENTITLEMENT - You will receive a minimum entitlement to paid leave of 5.6 working weeks per annum, *inclusive* of the bank/public holidays.

SICKNESS PAY - There is no contractual sickness/injury payments scheme in addition to Statutory Sick Pay (SSP). Statutory Sick Pay is paid, subject to the Department of Work and Pensions Regulations. You are advised to consider your own alternative arrangements, in the unfortunate event you are unwell and unable to attend work, such as critical illness cover.

PENSION PROVISION - Impulse Leisure fully complies with its statutory auto-enrolment duties in respect of pension provision. Every employee regardless of age or total earnings may join the NEST pension scheme, if they wish on request. Impulse Leisure contributes to employees' pension pots, based on percentages of total earnings.

MATERNITY / PATERNITY / SHARED PARENTAL / ADOPTION LEAVE - Impulse Leisure conforms to the statutory provisions on maternity / paternity / shared parental and adoption leave.

HEALTH & SAFETY - Impulse Leisure concerns itself with the health and safety of all staff, visitors and others who may be affected by its activities. A full policy and procedures are in place, and staff are required to ensure that they comply with these.

TRAINING - The Company has a comprehensive training policy determined by business need, requirements of the role and where possible, personal development. All training is subject to Undertaking to Repay Training Costs Incurred (training agreement/contract).

EQUAL OPPORTUNITIES / DIGNITY AT WORK - Impulse Leisure is particularly concerned to ensure equal opportunities and dignity at work apply in all its activities and carries out monitoring processes.

USE OF FACILITIES - Employees only are entitled to use of all facilities to help maintain good health and wellbeing (excluding sunbeds), at any leisure centre including golf, so long as they have not booked for the session and/or are not preventing a member of the public from using that facility/joining the activity. This includes taking space in full or near capacity aerobic classes or busy fitness suites.

NO SMOKING - Impulse Leisure operates a no smoking policy in all its sites. Electronic/vapour cigarettes are not permitted and are included in the no smoking policy.

SAFEGUARDING is everyone's responsibility... Impulse Leisure is fully committed to safeguarding and it is every employee's individual responsibility to promote safeguarding and to bring to the attention of management any questions or concerns relating to safeguarding or child protection.

FURTHER INFORMATION ON ALL THE ABOVE IS AVAILABLE FOR EMPLOYEES FROM CENTRE MANAGERS OR DIRECT FROM THE HUMAN RESOURCES TEAM AT HEAD OFFICE

Our Mission:

"CREATING ACTIVE AND HEALTHY COMMUNITIES"

(January-2023)