



Bank of St. Helena

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Recruitment: Information for Applicants

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This document sets out information that will be of use to persons who are considering applying for a post with Bank of St. Helena.

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Please note that some of the benefits listed only apply to staff members that have completed their probationary period.

Information is correct at the time of writing but, due to the bank's policy of continual improvement in working conditions, is subject to change.

This is a summary. For more detail in any area please ask, or request to see the relevant sections of the bank's Personnel Manual.

Bank of St. Helena – Building for the Future

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Established and regulated in St. Helena under the *Banking Ordinance 2003* and the *Bank of St. Helena Ordinance 2003*.

1: Equal Opportunities

Bank of Saint Helena strives to be an exemplary employer; our staff are selected only for their skills, talents and attitudes. Therefore the bank:

- will not discriminate on grounds of sex, marriage, gender reassignment or sexual orientation.
- will give men and women equal treatment in the terms and conditions of their employment contract.
- will not treat a person less favourably than others on racial grounds, and will not accept any direct discrimination, indirect discrimination, harassment or victimisation.
- will protect people from discrimination on the grounds of all religions and beliefs.
- will not treat a person less favourably because of that person's age, nor will it use this as a basis for prejudice against and unfair treatment of that person.
- will not, without a justifiable reason, treat a disabled person less favourably because of a reason relating to their disability and will make reasonable adjustments to working conditions or the workplace where that would help to accommodate a particular disabled person.

2: Probationary period:

Every new employee will serve a probationary period of 3 months, during which time the notice period to be given by either party will be one week.

At the end of a successful probationary period the employee will have an appraisal meeting with their line manager prior to being advised in writing of his/her appointment to the permanent staff.

3: Appraisals and Training

Every staff member will have an appraisal at least every twelve months.

The appraisal process is designed to give both the staff member and their line manager an opportunity to discuss future plans and ambitions, training needs, and all aspects of performance.

All staff will be given appropriate training for their role, and in addition will be given the opportunity to cross train in other areas of the bank.

The bank will actively support the training & development of staff in accordance with personal development plans, as agreed during the performance appraisal.

4: Financial Benefits

Salaries are reviewed at least annually, and increments are paid with effect from 1st April. Where exceptional personal performance justifies it, additional increments may be agreed from time to time. The bank attempts to pay competitive salaries, in line with the skills and experience of its staff.

The bank also operates a performance-related bonus scheme (see below).

The bank makes available to its staff loans at reduced rates of interest. At present this rate is set at 0.5% above the bank's Ordinary Savings Account rate, for all types of personal loan.

In addition, staff members are entitled to an automatic overdraft limit of at least £1,000 and there are discounts on banking transactions.

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In lieu of a pension plan, the Bank provides a 'cash roll up' savings plan. This provides employees with a low-risk savings scheme. The bank contributes 10% of gross monthly salary (excluding overtime/bonus payments), and employees may also contribute up to 10% of gross salary (excluding overtime/bonus payments). The interest rate on all such savings plans to be set at 0.5% over the prevailing Savings Account rate.

The Bank will reimburse employees the cost of home to work travel on public transport, upon presentation of weekly/monthly receipts provided by the transport operator. Employees using their own car on a daily basis will be entitled to a flat monthly payment of £20 upon presentation of a written claim.

5: Bonus Scheme

The bank pays a performance-related bonus to all full-time staff. The bonus is based on bank performance; individual performance is rewarded through the appraisal/salary review system. The bank believes all members of staff contribute to the profitability of the bank and therefore that all should share in the benefits.

The bonus amount is calculated as follows:

- A percentage of the annual profit is set aside by the Board for the payment of bonuses.¹
- This amount is distributed evenly amongst all qualifying staff and directors, each person receiving the same amount.
- Approximately 60% of the bonus is paid at the end of April, and the remainder after the audit has been completed (usually at the end of July).

6: Time Off

Annual Leave

All employees who have completed their probation period are entitled to 30 days annual leave.

Maternity/Paternity Leave

The Bank's maternity benefit provisions aim to meet the statutory requirements provided in the UK. In summary, the bank provides:

- 52 weeks' paid Maternity Leave, paid as follows
 - 18 weeks at full normal pay
 - The remainder at 90% of full normal pay

(Note that staff who are on maternity leave also receive bonus scheme payments, as described in 5: above)

- Special consideration of the health and safety aspects of pregnancy, including, where necessary, job reassignment
- Adoption benefits, for parents adopting children
- Paternity leave, applicable to the partner of the woman giving birth to the child or the partner of the person taking the primary role in caring for the adopted child

¹ In recent years this has been 5% but note that this figure can vary, up or down, from year to year.

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Parental Leave

Parents of children born or adopted on or after 15 December 1999, are entitled, in accordance with the provisions set out in the staffing manual, to be absent from work on parental leave for the purposes of caring for that child.

Leave for Compassionate Reasons

Employees will be granted up to 3 working days leave with pay, in addition to annual leave, for compassionate reasons relating to the said employee's immediate family.

Sick Leave

An employee will be granted sick leave on full pay for up to 26 weeks. Thereafter, if necessary, further extensions of leave on half pay may be granted, to a maximum of 12 months in any period of 2 years.

Where a medical referral requires that the employee must travel for medical treatment, the employee shall be entitled to up to 31 days paid leave in addition to annual leave. This shall also apply to a dependent of the employee who cannot travel without being accompanied by the employee.

Flexible Working

The Bank recognises that flexible working can benefit both the organisation and individual members of staff. Policies exist with regard to:

- Job Sharing;
- Career Breaks;
- Special Leave, including compassionate leave;
- Leave for public service commitments.

7: Smoking, Alcohol and Drugs

Smoking is not permitted on bank premises.

No employee should be at work if:

- Their performance is, or appears to be, impaired as a result of alcohol or drug consumption;
- The fact of their recent alcohol or drug consumptions would be disturbing or objectionable to customers (e.g. by smell).

Employees are also reminded that Illegal drug use may result in prosecution.

The Bank of Saint Helena will offer confidential help to members of staff who are experiencing problems as a result of alcohol or drug consumption.

8: Discipline & Grievances

The bank's Disciplinary and Grievance procedures provide a clear and transparent framework to deal with difficulties which may arise as part of the working relationship from either the Bank or its staff's perspective.

They ensure that everybody is treated in the same way in similar circumstances, to ensure issues are dealt with fairly and reasonably and that they are compliant with current legislation