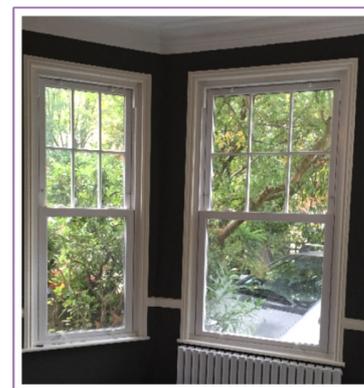


# Garrard Windows Ltd

1-3 Harvington Park, Pitstone Green Business Park, Pitstone, LU7 9GX

[www.garrardwindows.co.uk](http://www.garrardwindows.co.uk) 01296 668899



## Brexit

There is still a lot of uncertainty surrounding the future of workers following the vote to leave the UK. It is believed that the UK will remain in the EU for approximately two years after article 50 is triggered which is supposed to happen before the end of March 2017.

Below is an excerpt from David Davis (the secretary of state for exiting the EU) from the Commons Brexit Statement.

''In terms of the individuals who are European migrants here and British citizens abroad, my intention and the intention of the government, is to do everything possible to underwrite their position, to guarantee their position, at the same time as we underwrite the similar position of British migrants abroad...

I don't think people should worry people unnecessarily, get people concerned. Bear in mind five out of six migrants either have or will have ILR, indefinite leave to remain by the time we depart the union''

**This all sounds quite positive but there is no concrete information at present. As and when there is more definite information, we will let you know. In the meantime, if you have any questions or concerns please ask and we will try and find out what we can for you.**

## Linklife staff

If you work for Linklife, please ensure you send your timesheet to Linklife in addition to clocking in. This allows your times to be verified. Any mistakes can be spotted sooner rather than later, therefore meaning your pay should be correct. We can email your timesheet for you if you give it to your manager by Monday afternoon.

## Upcoming Events

### December 23

Last day before Christmas and last pay date before Christmas

### January 3

First day back after Christmas

### January 6

First pay date after Christmas

## Bank Holidays 2016/7

*Monday 26<sup>th</sup> December – Boxing Day*

*Tuesday 27<sup>th</sup> December – Christmas Day substitute*

*Monday 2<sup>nd</sup> January – New Year's Day (substitute day)*

*Friday 14<sup>th</sup> April – Good Friday*

*Monday 17<sup>th</sup> April – Easter Monday*

*Monday 1<sup>st</sup> May – Early May bank holiday*

*Monday 29<sup>th</sup> May – Spring bank holiday*

*Monday 28<sup>th</sup> Aug – Summer bank holiday*

*Monday 25<sup>th</sup> Dec – Christmas Day*

*Tuesday 26<sup>th</sup> Dec – Boxing Day*

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November 2016

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## Company Contact details

If you are unable to attend work, please advise your manager or email one of the addresses below.

Office number - 01296 668899

Steve Dennaforde- 07967 578241

Colin Nappin - 07980 971758

Darren Hackett - 07795 374469

Gerry Hill - 07967 578242

HR - [HR@garrardwindows.co.uk](mailto:HR@garrardwindows.co.uk) or call Angie or Natasha 01296 668899 x 121 x 124

General email [Enquiries@garrardwindows.co.uk](mailto:Enquiries@garrardwindows.co.uk)

## Your contact details

If any of your details change, you must inform us as soon as possible. Please either give your manager the details to pass on to HR, or go to see Angie in the office in Unit 1-2. It is important that we have the correct details and in particular the person to contact in case of emergency.

## Personal Protective Equipment (P.P.E)

*Spares are kept in the stores; please see Harry. Please ask if there is something you require that isn't listed.*

**Earplugs** (at each entrance) Corded or non-corded.

**Ear Defenders** (ask your supervisor if you would like some new ear defenders or your current pair need replacing)

**Safety glasses or Goggles** - Prescription glasses are also available. Please provide your prescription details if you would like some of these.

**Safety boots**

**Gloves**

**Barrier Cream**

**Dust masks**

**Hi-vis jackets/vests**

Regularly check any PPE and replace it as soon as there are any signs of wear or tear.

**Please speak to your manager or H.R. if you have queries or concerns.**



## First Aiders

Alex Woodfine

Krzysztof Kesik

Dariusz Rybicki

Pawel Pietrzyk

Kamil Wardega

Michal Wnuk

Mandy Tyas

## Accident reporting

In the event of an accident, please find a first aider and ensure that the accident is recorded in the accident book. Ask your manager if you are unsure of anything