

## RETURN TO WORK POLICY

### Policy Statement:

This policy is in place to ensure McSence Group provides meaningful work activity for employees who are temporarily unable to perform all, or portions, of their regular work assignments or duties. This policy applies to employees suffering from either work or non-work related injury or illness. The goal is to allow valued company employees to return to productive, regular work as quickly as possible. By providing temporary transitional or modified work activity, injured employees remain an active and vital part of the company. Studies show that a well-constructed Return to Work Policy reduces lost time days, allows workers to recover more quickly and makes for a more positive work environment. All active employees who become temporarily unable (seven days of absence or more requires a statement of fitness for work from a doctor) to perform their regular job due to a work related or non-work related injury or illness may be eligible for transitory work duties within the provisions of this programme. Return to work tasks may be in the form of:

- ✚ Changed duties within the scope of the employee's current position
- ✚ Other available jobs for which the employee qualifies outside the scope of his or her current position
- ✚ An altered schedule of work hours

**All Employees:** This policy applies to all persons working for or on our behalf of the McSence Group of Companies which includes the subsidiary companies - *McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd* in any capacity including but not limited to:

- ✚ All employees at all levels, prospective employees, agency workers, seconded workers, temporary workers, contractors/sub-contractors, clients, agents, external consultants, volunteers, members of the public, group's supply chain, third-party representatives and/or business partners who will be referred to in our Group policies as "all employees".

**The Workplace:** This policy applies to all persons working for or on our behalf of the McSence Group of Companies in any capacity at the workplace(s) as defined below which includes but not limited to:

- ✚ McSence Premises, Offices, Units, Business Park, Client's Premises, External Meeting Places, Customers' Homes, Gardens, Sheltered Housing, Whilst On-Call, On-Duty, Emergency Cover, Working from Home including On-Line Meetings, Whilst Driving in Company Time, Working Public Areas (café's, trains, coffee shops, buses etc) and will be referred to throughout this policy as "the workplace".

### DEFINITIONS

**Transitional duty** is a therapeutic tool used to accelerate injured employees' return to work by addressing the physical, emotional, attitudinal and environmental factors that otherwise inhibit a prompt return to work. These assignments are meant to be temporary and may not last longer than 90 days, though McSence Group permits multiple 90-day assignments back-to-back if it is medically warranted.

**Alternate duty** is a part of McSence Group's Return to Work Policy that is designed as a placement service for individuals who have reached maximum medical improvement and are still unable to perform the essential functions of their pre-injury job.

### APPLICABILITY

**Length of Duty** If work is available that meets the limitations or restrictions set forth by the employee's attending practitioner, that employee may be assigned transitional or modified work for a period not to exceed 90 days. Transitional or light duty is a temporary programme, and an employee's eligibility in these reduced assignments will be based strictly on medical documentation and recovery progress.

**Daily Application:** An employee's limitations and restrictions are effective 24 hours a day. Any employee who fails to follow his or her restrictions may cause a delay in healing or may further aggravate the condition. Employees who disregard their established restrictions, whether they are at work or not, may be subject to disciplinary action up to and including termination.

**Qualification:** Transitional or modified duty will be available to all employees on a fair and equitable basis with temporary assignments based on skill and abilities. Eligibility will be based upon completion of the Return to Work Evaluation Form by the employee's attending medical professional. An employee on modified duty will be considered part of the regular shift staffing, with recognition of the employee's limitations within the department.

## RESPONSIBILITIES

The following responsibilities apply to various levels within the company.

- ✦ **Senior Management Team:** will ensure the policy's enforcement among all levels at McSence Group and will actively promote and support this policy and the Return to Work Programme as a whole.
- ✦ **Line Manager's and/or Supervisors:** will support the employee's return to work by identifying appropriate modified assignments and ensuring the employee does not exceed the doctor's set restrictions. Supervisors will also stay in regular contact with absent employees and communicate McSence Group's attendance expectations clearly. They are also responsible for reporting any problems with employees and this policy to the return to work manager or programme supervisor.
- ✦ **Injured workers:** will notify their supervisors in a timely manner when their condition requires an absence. They will closely follow their doctor's medical treatment plan and actively participate in McSence Group's Return to Work Programme, which includes following all the guidelines of this policy. Injured employees will also help supervisors identify potential options for transitional duties that they discover. While supervisors are responsible for maintaining constant communication with the injured employee, the worker also has the obligation to maintain contact with McSence Group about their condition and status. The injured worker will complete all the required paperwork in a timely manner.

## PROCEDURE

**Work Schedule:** McSence Group will do everything in its power to tailor the restricted work schedule to the injured employee's normal, pre-condition work schedule. However, depending on the job limitations, it may be necessary for the employee to take on a specifically designed, temporary schedule to accommodate these restrictions.

**Payment of Wages:** Employees performing modified duty on a restricted working week will receive payment for hours worked from the company. An employee performing transitional duty for a non-work related injury or illness on a normal work schedule shall receive an hourly rate for all time worked that may not equal the full-duty hourly rate. If employees take holiday or there is a holiday during restricted duty, they are entitled to their regular holiday pay as it would apply to normal, non-restricted duty.

**Communication Expectations:** If an employee is unable to work in any capacity and the company approves of the absences, the employee must stay in constant communication with the Return to Work Programme Manager and the direct supervisor. Each must receive an update of the employee's medical status on at least a weekly basis. Failure to do so may result in discipline up to and including termination.

**Medical Appointments:** McSence Group does not allow employees to schedule medical appointments that interfere with working hours. Employees may use time off for medical appointments if they have it available and if they coordinate the absence in advance with their supervisor. Non-emergency medical appointments not scheduled in advance may be cause for denial of time off. The employee's doctor must complete the McSence Group's Return to Work Evaluation Form for each visit to evaluate the impairment. It is the employee's responsibility to inform McSence Group of his or her medical status after each doctor visit. This applies to both work related and non-work related injuries and illnesses that interfere with assigned.

**Work Related Injury:** In the event an injury or illness is work related, report it to your line manager and/or supervisor immediately, or no later than the end of the shift on which the injury occurs:

- ✦ Complete and sign a Report of Injury Form.
- ✦ Let your supervisor know that you are seeking medical treatment and obtain a Return to Work Evaluation Form.
- ✦ The Return to Work Evaluation form must be completed for each practitioner visit regardless of your choice of doctor and regardless whether the condition is work related or not.
- ✦ Participate in the Return to Work Programme on temporary transitional work for up to 90 days while your doctor and supervisor continuously review your condition.

**REFUSAL TO PARTICIPATE:** If you are unable to return to your regular job but are capable of performing transitional duty, you must return to transitional duty. Employees who choose not to participate in the McSence Group's Return to Work Programme or follow all regulations in this Return to Work Policy may be subject to termination.

**RETURN TO WORK POLICY:** McSence Group's primary goal is to accommodate injured workers by identifying or modifying jobs to meet their physical capacities and allowing them to return to work as quickly and smoothly as possible. The company is committed to individualising return to work programmes based around the individual's physical capabilities and will review all task assignments regularly to ensure duties are appropriate. We are committed to early return to work and recognise that it speeds up the recovery process and reduces the likelihood of permanent disability. McSence Group's employees are expected to show the same commitment to the programme by following the Return to Work Policy and all guidelines of the Return to Work Programme. The Return to Work Programme requires a team approach so employees are expected to cooperate with the management team, supervisors and medical staff should they ever become injured and unable to perform their full job duties.

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**Company Intranet – Staff Zone:** All the McSence Groups policies, procedures, handbooks are available on-line to all employees on the McSence Group's Staff Zone Intranet via our website [Login | McSence](#)

**Compliance:** Failure to comply with the provisions of this Policy may result in Disciplinary proceedings where as an employee of McSence Group, I understand that if I choose not to participate in or follow this policy's guidelines, my refusal may be grounds for termination.



*McSence Group Signatory:*

**David Maxwell | Chief Executive**

**McSence Group - McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd**

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***Policy Amendments & Revisions:** This policy will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes. Improvements will be made by learning from experience and the use of an established annual review. Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company Senior Management Team (SMT) to see that all relevant employees receive notice and training if necessary.*