



# Employee Handbook

**Effective date:** February 2026

**Review cycle:** Annual (or earlier if required)

**Approved by:** Director of Harrison Brands Ltd

**HARRISON**  
**BRANDS**

# Employment Handbook

## High Level Summary

We believe people do their best work when they are treated fairly, trusted, and paid properly.

This handbook sets out how we work together at Harrison Brands and what you can expect from us in return.

# Welcome

This handbook sets out how Harrison Brands works as an employer.

It is designed to be clear, fair, and practical. It explains what employees can expect from Harrison Brands, and what Harrison Brands expects in return.

This handbook should be read alongside your employment contract or offer letter and the wider Harrison Brands policy framework.

## 1. Fair work commitment

Harrison Brands is committed to fair work, dignity, and respect.

We comply with all UK employment legislation and any applicable collective agreements.

Where legislation conflicts with internal policies, the law takes precedence.

Every employee receives a written employment contract or offer letter. Where changes to contracts are not possible, supplementary letters may be provided. Information can be provided in alternative formats where required to ensure understanding and accessibility.

All employees receive a copy of their contract or offer letter and are given clear information about pay, benefits, and review processes.

## 2. Pay and the Real Living Wage

Harrison Brands is an accredited Living Wage Employer.

All employees are paid at least the Real Living Wage as defined by the Living Wage Foundation. In practice, pay is typically above this level. The Real Living Wage is treated as a minimum, not a target.

Pay is reviewed annually and adjusted in line with Living Wage Foundation updates and business performance.

Employees are informed of:

- Their base salary
- Any additional wage components
- Any benefits they are entitled to
- How pay is set and reviewed

All employees receive regular payslips containing clear information about wages and deductions, written in a language they understand.

### 3. Bonuses and recognition

Harrison Brands does not operate a fixed or contractual bonus scheme. Bonuses may be awarded at the discretion of the Director each December.

Awards are based on:

- Overall business performance
- Social and environmental impact
- Individual contribution and development

Bonuses are not guaranteed and are intended to recognise collective and individual effort over the year.

## 4. Working hours and flexibility

Standard working hours are Monday to Friday, 9:00am to 5:00pm.

Flexible working is part of the culture at Harrison Brands.

Occasional working from different environments is encouraged where it supports wellbeing and creativity.

During the summer, one monthly strategy meeting will take place as a Nature Day, offering an opportunity to step away from London and work from a natural setting.

Any ongoing flexible arrangements should be discussed and agreed in advance.

## 5. Collaboration and strategy

Harrison Brands operates with transparency and shared responsibility.

Monthly strategy meetings are mandatory and documented. These meetings are not status updates.

They are an opportunity to:

- Review business performance
- Discuss challenges and opportunities
- Shape the direction of the business
- Ensure employees understand and contribute to strategic decisions

This approach reflects Harrison Brands' commitment to collaboration, trust, and shared ownership.

## 6. Performance reviews and development

Performance is reviewed regularly and constructively.

- Informal check-ins take place throughout the year
- A documented 360° review takes place every six months

Reviews focus on:

- Individual development
- Contribution to the business
- Alignment with Harrison Brands' purpose and values

Performance reviews are used to support growth and learning, not pay alone.

Where performance concerns arise, a proportionate performance improvement process will be agreed and documented.

## 7. Volunteering and impact

Harrison Brands supports employees to contribute positively to people and planet.

Employees are entitled to three paid volunteering days per year.

Volunteering activities must be approved and demonstrate positive impact for:

- Communities (people)
- The natural environment (planet)

Examples include community projects, environmental restoration, or tree planting initiatives.

## 8. Leave and wellbeing

Employees are entitled to:

- 32 days annual leave plus their birthday off
- Statutory sick pay
- Parental leave in line with UK legislation

Wellbeing is taken seriously.

Employees are encouraged to take leave, manage workload responsibly, and speak openly about wellbeing needs.

## 9. Equality, dignity, and respect

Harrison Brands is an equal opportunity employer.

We do not tolerate discrimination, harassment, forced labour, or child labour.

Everyone is expected to treat others with respect and fairness.

Detailed expectations and protections are set out in the Code of Ethics and related policies.

## 10. Grievances and conduct

Workplace concerns, grievances, and ethical issues are handled under the Stakeholder-Wide Grievance Policy.

This handbook does not duplicate grievance processes. Employees should refer to the Grievance Policy for guidance on raising concerns.

Disciplinary matters are handled proportionately and fairly, in line with UK employment law.

## 11. Policy framework and evolution

This handbook forms part of a wider policy framework and should be read alongside:

- Purpose and Stakeholder Governance Policy
- Responsible Marketing and Communications Policy
- Grievance Policy
- Code of Ethics

Harrison Brands is a growing business. This handbook will evolve as the team grows and as standards, regulation, and best practice develop.

## Truth matters

Harrison Brands aims to be a place where people can do meaningful work, be treated fairly, and contribute to positive change.

If you have questions about this handbook or how it applies, speak openly and early.

Truth, transparency and trust matter here.

**Harrison Brands** recognises that its influence extends beyond its own operations and seeks to contribute positively to wider systems through advocacy, collaboration, and responsible client work.

Through collaboration and authenticity, we uncover the real stories behind brands, crafting narratives that inspire action and create meaningful impact.

We aim to be a force for good, using our expertise to drive honest change and help build a better future for all.

[harrisonbrands.com](https://harrisonbrands.com)

Artificial intelligence was used to support the drafting of this policy. All content has been subject to substantial human input, critical analysis, and editorial judgement. All data, positions, and statements contained within this policy are truthful to the best of our knowledge and have been reviewed and approved by the Director of Harrison Brands Ltd.



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