

ATTENDANCE AGREEMENT

AGREEMENT BETWEEN ROYAL MAIL AND THE CWU ON ATTENDANCE PROCEDURE

1. Royal Mail and the CWU agree to the following changes to the current Attendance Procedure which has been operating since 1 July 1992 against the backdrop of a major pilot of a new Attendance Procedure being run in the Midlands and North East Divisions.

2. The key elements to this Agreement are as follows:

- The focus of this Procedure is on Capability and not Conduct.
- The Procedure is intended to encourage Attendance.
- Introduction of return to work discussions.
- The approach remains through 3 Progressive Formal Stages.
- A measurement and review process will be established nationally.
- A separate process for rehabilitation from long term sickness absence is appended.
- Absences resulting from accidents at work or an employee's disability are normally discounted.
- EHS support/advice should be available at any time.
- Requests by employees to be interviewed at stages 1 and 2 by a manager of the same sex, where this is practical within the local unit concerned, will be treated sympathetically.
- Representation at all formal stages.

3. This agreement supersedes the Royal Mail Attendance Procedure (1993 and 1996). It applies to all Royal Mail employees, except for those in the nominated Attendance Pilot area for the duration of the agreed Pilot.

4. The operation of this Agreement will be reviewed nationally in 12 months.

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