



METaverse^{VR}

Employee Handbook

ENTER →

Everything you need to know about working here

This Handbook provides an overview of our expectations of you as an employee and outlines what you can expect from Metaverse VR in return. It will help bring to life what it is like to work for us, including our key policies and guidance on how we do things around here.

This Handbook provides an overview to help with day to day queries and should be referred to in conjunction with your Contract of Employment and Policies and Procedures held on our [Website](#) (using the password provided to you separately to access the page). The Quicklinks section also contains links to individual policies.

Please note: The Handbook will be updated to reflect best practice, so you are encouraged to familiarise yourself with the content to guide your actions and behaviours. Handbook contents are non-contractual and therefore not legally binding.

How to use this handbook

This is a digital handbook that has been designed for you to easily access all the information you may need. We use buttons, tabs and hyperlinks to help you move through the handbook.

The following pages of this handbook have section tabs top of the page to help you navigate around the different sections. There are also buttons in the bottom corners to move between pages. The next page also shows the full contents list to help you find the exact information you're looking for.



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Welcome

We're so pleased to have you onboard and can't wait for you to join the wider team. We thought it would be useful to hear more about us before you start.

Welcome 05

A message from Toby 06



Welcome

Welcome to Metaverse VR. We are an innovative training design and delivery company based with our defence headquarters based in Portsmouth, creating next generation immersive training utilising virtual, augmented and mixed reality solutions.

Our high technology business provides immersive training solutions, simulation and defence consultancy services. Our core team has an exceptional level of knowledge in defence training requirements and we utilise associates who bring subject matter expertise to ensure our customer expectations are exceeded through high quality delivery.

We engage clients through the rapid application of current and emerging technologies, and help them to accelerate development and change in the transformation of modern, relevant training solutions that enable individual learning needs, continued performance improvement and recognition of talent.

A message from Toby

Being at work should be a positive and fun experience and we work as a team to make this possible. Individuals have different needs and it's up to us all to support each other.

We're committed to research and learning as we understand this is what gives us the competitive edge. If you want to develop, we will support you to have a successful career with us.

We actively encourage curiosity, are open to ideas and want you to feel comfortable and at your best by being authentically you. If you have any ideas or suggestions, we want to hear them.

We hope you enjoy being part of the team at Metaverse VR. We are an ambitious, creative and growing organisation. We will always strive to offer the best service experience. We're ambitious both for realising our business goals and fulfilling your potential.

We work together as a team to be the best at what we do. Most importantly we have a lot of fun together.

Great to have you onboard.

Toby Everitt,
Chief Executive Officer



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Meet the Senior Leadership Team



Toby Everitt
Chief Executive Officer



Paul Pine
Director of Innovation
and Training



Tom Butler
Director of Business Delivery



Claire Jones
Chief Operating Officer

Our Vision

To revolutionise training by creating
and delivering award winning
immersive technologies

Our Mission

Supporting our customers to transform the way they train, by creating immersive experiences and changing the way people think and behave through high technology

Strategic Themes

Underpinning our determination to create the greatest possible impact through our work, our strategic themes are:



Demonstrating credibility

Through cost effective, on time, quality delivery, every time



Creating capacity through expansion

PTP plus plans for 2nd office location



Developing and maturing our offering (IP) and reputation

Consolidating our reputation through delivery



Growing through diversification

Demonstrating ability to range of customers

Our Values

Fundamental to the way we operate as a business, our values are recognised as the core mechanism demonstrating what is important to us.



Curiosity

Learning mindset,
expansive thinking,
not standing still



Ingenuity

Application of curiosity,
inventive, uses initiative,
solution oriented



Honesty

Accountable for your
actions, challenge others
and uphold standards,
demonstrate integrity



Balance

Needs of customer and
end user, work and
personal life, flexibility
= discretionary effort



Delivery

Do what we say we'll do,
demonstrate ambition,
collaborate and fulfil
expectations

The stuff no-one will tell you (but you might need to know):

- You're trusted to do your best at all times, so it's totally fine if you need to go somewhere else to concentrate
- We have clients come into our offices from time to time, so you'll need to keep the workspace tidy
- When we say 'one team' we really mean it
- This is a friendly, supportive place to work so please ask for help when you need it
- We understand everyone makes mistakes from time to time, the key is to learn from the experience
- It's very much OK to have days off (and off-days for that matter, we're all human)
- Nobody will mind if you talk to yourself, just be yourself!

Quicklinks

For ease of reference, this Handbook contains summary level policy statements and guidance to support with day to day queries. Please take time to familiarise yourself with the full policies and procedures located on our [Website](#) (using the password provided to you separately to access the page).

If you are unclear of any aspect of this Handbook or the Policies on our website, please speak to your line manager in the first instance.

- Alcohol and Drugs Misuse Policy
- Annual Leave Policy
- Anti-Bribery and Corruption Policy
- Anti-slavery and Human Trafficking Policy
- Bereaved Partner's Paternity Leave
- Confidentiality Policy
- Data Protection and Access to Information Policy
- Disciplinary Policy and Procedure
- Diversity and Inclusivity Policy
- Expenses Policy
- Flexible Working Policy
- Grievance Policy and Procedure
- Harassment and Bullying Policy
- Health and Safety Policy
- Learning and Development Policy
- Leave for New Parent(s) and Parents Policy and Procedures
- Lone Working Policy
- Neurodiversity Policy
- Other Types of Leave Policy and Procedures
- Performance Management Policy and Procedure
- Privacy Policy
- Recruitment and Selection Policy and Procedure
- Redundancy Policy and Procedure
- Remote Working Policy
- Request for Promotion Form
- Request for Promotion Guidance
- Secondment Policy
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- Sexual Harassment Policy
- Sickness Absence and Medical Capability Policy and Procedure
- Smoke-Free Policy
- Time Off in Lieu (TOIL) Guidance
- Virtual Private Network (VPN) Policy
- Whistleblowing Policy and Procedure

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Alcohol and Drugs Misuse

You must not be under the influence of alcohol or be incapacitated through the abuse of solvents or similar substances, or drugs (illegal or legal) whilst at work. You must not be involved in any transaction in connection with the handling, sales or purchase of illegal drugs. Illegal drugs must not be brought onto work premises or to work related/organised events.

You must not consume alcohol on Metaverse VR premises unless it is provided as part of an official function. You should ensure any alcohol you consume does not affect your ability to drive or to carry out your full duties and that your conduct remains above reproach. If you suspect or know you have an alcohol or drug problem please seek help and treatment through the Employee Assistance Provider (EAP).

Breaching these rules is regarded as gross misconduct and could lead to summary dismissal.

[ALCOHOL AND DRUGS MISUSE POLICY →](#)

Annual Leave

The annual leave year starts from 1st January and ends on 31st December. Full time employees will receive 25 days paid annual leave per annum plus Bank Holidays and an additional day for your birthday (to be taken on or close to the actual date). Part time employee holiday entitlement will be calculated on a pro-rata basis, including pro-rata Bank Holiday entitlement.

Please ask your line manager to authorise all your annual leave requests prior to making any booking commitments.

[ANNUAL LEAVE POLICY →](#)

Anti-Bribery and Corruption

Bribery is a criminal offence. Metaverse VR therefore prohibits any form of bribery and you are required to conduct yourself in accordance with the highest ethical standards. Integrity and transparency are of the utmost importance to us and play a vital role in protecting our brand, so we will adopt a zero tolerance attitude towards any corrupt behaviours or activities of any kind, whether committed by MVR employees or 3rd parties acting on our behalf.

Please refer to the “Anti-Bribery and Corruption Policy” which can be found on our Website.

[ANTI-BRIBERY AND CORRUPTION POLICY →](#)

Anti-Slavery and Human Trafficking

Metaverse VR has a zero-tolerance approach to slavery and human trafficking. This applies to all employees, contractors, and partners. Everyone is expected to act ethically, prevent, detect, and report any instances of Modern Slavery, and ensure the same standards are upheld across our supply chain.

Compliance includes understanding Modern Slavery, supporting risk-based checks, and reporting concerns via our Whistleblowing policy. Breaches may result in disciplinary action or termination of business relationships.

[ANTI-SLAVERY AND HUMAN TRAFFICKING POLICY →](#)

Changes in Personal Circumstances

Please update your details in BrightHR in the first instance or contact your line manager for support if required. If your change in circumstances relates to driving offences, any legal or other proceedings affecting you or those close to you, please inform your line manager or the COO.

Confidentiality

You are required to maintain complete confidentiality as a condition of your employment. Information relating to the nature of your work, acquired for the purposes of your employment may only be disclosed with the express permission of Metaverse VR.

Any breaches of confidentiality relating to intellectual information will be seen as gross misconduct and will result in disciplinary action being taken. Please refer to the “Confidentiality Policy” which can be found on our Website.

[CONFIDENTIALITY POLICY →](#)

Contacting Employees at Home and/or Out of Hours

There may be occasions due to business requirements when it is necessary for us to contact you when you are not at work, however, we will strive to keep this to a minimum.

Data Protection and Access to Information

We are committed to ensuring personal data, including special categories of personal data and criminal offence data (where appropriate) is processed in line with GDPR and domestic laws. Where 3rd parties process data on behalf of MVR, we will ensure they take such measures to maintain our commitment to protecting data. In line with current data protection legislation, we understand we are accountable for the processing, management and regulation, and storage and retention of all personal data held in the form of manual records and on computers.

[DATA PROTECTION AND ACCESS TO INFORMATION POLICY →](#)

Dental and Medical Appointments

Whenever possible, appointments for a Doctor, Dentist, Hospital or Optician etc. should be made outside of working hours. If this is not possible, please schedule appointments to minimise absence from work, such as at the beginning or end of your working day.

Disciplinary Policy and Procedure

Our Disciplinary Policy and Procedure sets out clear expectations in terms of your behaviour and standards while at work or representing Metaverse VR. Most day to day issues can be resolved with a quiet word, however where informal resolution is not effective or appropriate, then the disciplinary procedure sets out the appropriate way to address the issue.

Before holding a disciplinary hearing and deciding on the appropriate sanction in any given case, the facts of the case must be properly investigated. The more serious the matter is, the more extensive those investigations should be. No disciplinary action should be taken until the employee has had an opportunity to give their side of the story.

While most disciplinary incidents will result in either a verbal or written warning, certain conduct is considered as so serious that it will be considered as gross misconduct and may lead to summary dismissal (immediate dismissal, without notice).

An employee who is disciplined should always be given the right to appeal against the decision.

For further details and examples of what constitutes gross misconduct, please refer to the “Disciplinary Policy and Procedure” on our Website.

[DISCIPLINARY POLICY AND PROCEDURE →](#)

Diversity and Inclusivity

Metaverse VR is an equal opportunities employer and is committed to equal opportunities for all employees. We will take direct and indirect discrimination such as harassment, bullying and other unfair treatment seriously.

All employees must act in accordance with the “Diversity and Inclusivity Policy”, which can be found on our Website.

[DIVERSITY AND INCLUSIVITY POLICY →](#)

Dress Code

We pride ourselves on our modern and creative office, and want you to feel comfortable so our dress code is smart casual. You are all ambassadors and first impressions count, so be thoughtful about others and how you dress for your day.

Employee Assistance Programme (EAP)

We pride ourselves on our proactive approach to mental health and well-being, so, if you're struggling and would like support, you can contact our confidential employee assistance line, who will be able to assist you with everything from relationship advice to financial wellbeing.

Our EAP is run for us by Aviva. The service is strictly confidential and is available 24 hours a day, 7 days a week over the telephone and online.

Expenses

You should not be out of pocket for expenses incurred for work, therefore for ease, please use the Dext App or Trip Catcher for mileage claims. All expense claims should be made at least quarterly together with approval from your line manager.

A mileage allowance of £0.55 per mile may be claimed for business journeys in your own car, but only for mileage incurred over and above your daily commute. You are required to ensure your vehicle is insured appropriately.

Please refer to our “Expenses Policy” on our Website for further detail on what is considered a business related expense and guidance on the amount that can be claimed. Please also see the “Anti-Bribery and Corruption Policy” for guidance on gifts and hospitality.

[EXPENSES POLICY →](#)

Flexible Working

Metaverse VR recognises the importance of helping you to balance your work and personal life by offering flexible working arrangements, enabling you to balance your work commitments with other priorities.

The “Flexible Working Policy” aims to set out ways in which we can try and accommodate flexible working requests while still being able to meet the demands of the business.

A Flexible Working application accepted by us will entail a permanent change to your terms and conditions of employment. Please refer to our “Flexible Working Policy” on our Website for further details.

[FLEXIBLE WORKING POLICY →](#)

Gifts and Hospitality

Metaverse VR realises the giving and receiving of “gifts” and “hospitality” where nothing is expected in return helps form positive relationships with 3rd parties where it is proportionate and properly recorded.

Please use your judgment as to whether a gift would meet the definition of “appropriate”, taking into account the bearer of the gift and context in which it is offered. If you need help with deciding whether it is appropriate to accept a gift, please speak to your line manager before accepting.

Please also see the [“Anti-Bribery and Corruption Policy”](#) for guidance on gifts and hospitality.

Grievance Procedure

Good communication can help to avoid misunderstandings. Problems are bound to occur from time to time whenever people work together, and when a problem is discussed openly it can be dealt with quickly and easily. Therefore our policy at Metaverse VR is to advocate a culture of good communication, openness and willingness to co-operate.

Where informal dialogue fails to resolve an issue or concern, then you may use this procedure to help resolve an issue to your satisfaction. You have a right to be accompanied by a colleague at any grievance meeting held under the formal procedure.

Our “Grievance Procedure” is available on our Website.

[GRIEVANCE POLICY AND PROCEDURE →](#)

Harassment and Bullying

You are entitled to enjoy a work environment that is free from any form of bullying, or harassment of any kind. Our “Harassment and Bullying Policy” can be found on our Website.

[HARASSMENT AND BULLYING POLICY →](#)

Health, Wellbeing and Safety

Your health and wellbeing is important to us and want to ensure that you have a safe environment to operate in.

Safety Policy

Metaverse VR recognises and accepts its responsibility as an employer to maintain, so far as is reasonably practicable, the health and safety of all its employees, and of other persons who may affected by business activities, therefore, you must comply with our “Health, Wellbeing and Safety Policy” requirements at all times.

The Health and Safety at Work Act imposes a legal accountability for each and every one of us to take reasonable care for the health and safety of ourself and others who may be affected by our actions at work, including taking careful steps to reduce the likelihood of accidental injury or risk to health.

Notification of Accidents

By law, you are required to report any accident to the appropriate line manager as soon as possible. The success of a claim for sickness benefit may depend on whether the accident was reported promptly. If anyone has an accident outside work and intends to make a claim for compensation from a third party, they should always inform their line manager. If the claim is successful, we may require reimbursement of company sick pay made during absence and therefore loss of earnings should be included when claiming compensation.

Fire Safety

During induction you will be informed what to do in the event of a fire and evacuation of the building. Please ensure you fully understand and follow these regulations. It is a legal requirement for you to receive refresher training on our fire procedure, therefore please ensure you complete this as and when required.

[HEALTH AND SAFETY POLICY →](#)

Hours of Work

Your normal hours of work will be confirmed to you in your offer letter and contract of employment. If you are contracted to work six hours or more a day, your lunch break is an unpaid break of 1 hour, the timing of which is agreed with your line manager.

You may be expected to work additional hours as necessary and within reason, for the successful performance of your duties.

Induction

All new employees will have an “Induction Plan” which will include a welcome meeting with their line manager, this is normally within your first 2 weeks of employment.

Line managers are responsible for organising your induction and onboarding and assisting with any specific IT or training requirements for the role.

Learning and Development

Continuous training and development is encouraged and supported for all employees, through a combination of coaching and practical experience at work, supplemented by a variety of formal training courses. If you want to develop, we will support you to have a successful career with us. You are responsible for identifying and driving your training and development needs, supported by your line manager.

[LEARNING AND DEVELOPMENT POLICY →](#)

Leave for New Parents

Becoming a parent is one of the most exciting and wonderful experiences of your life and spending quality time with your child in those first months can help you to develop a bond with them that will last a lifetime. Metaverse VR is a family friendly employer, and as such both the health of you and your children is of the utmost importance to us and our policies have been written to reflect this.

[LEAVE FOR NEW PARENT\(S\) – POLICIES AND PROCEDURES →](#)

Bereaved Partner's Paternity Leave

Eligible employees may take up to 52 weeks' leave if a child's primary carer dies. Leave is unpaid. Employees must notify their manager and may use up to 10 Keeping in Touch days. Support is available via the Employee Assistance Programme. (See full policy for details)

[BEREAVED PARTNER'S PATERNITY LEAVE POLICY →](#)

Other Types of Leave

Compassionate Leave

We appreciate you may go through difficult situations in your personal life where you may need support from us and we are committed to support you wherever possible, if such circumstances arise.

Extended Leave for Personal Reasons

We understand you may experience significant and unexpected life events which may require you to take an extended period of time off from work. We are committed to ensuring you are supported, wherever possible, if such circumstances arise.

Jury Service

If during your employment with us you are called for jury service, you are entitled to time off work for this purpose.

Reservists

Metaverse VR is committed to providing Reservists with the same opportunities for employment as other individuals. As part of this commitment, we aim to provide support to all Reservist employees who have a commitment to train regularly and may be mobilised.

Voluntary Work

We will support you to book up to 2 paid days per year to volunteer. If your volunteering commitments require you to need more than 2 days leave, you may request the additional time from your annual leave entitlement. The annual leave request will be considered in line with our normal procedure on authorising annual leave requests.

Further information for any of the above types of leave can be found in our “Other Types of Leave Policy and Procedure” on our Website

[OTHER TYPES OF LEAVE POLICY AND PROCEDURE →](#)

Lone Working

Metaverse VR is committed to keeping employees safe and supported when working alone, whether on-site or off-site. We provide guidance, risk assessments, regular check-ins, emergency procedures, and HR support to help you stay safe.

By working together and staying connected, we ensure a safe and supportive environment for all, even when lone working.

[LONE WORKING POLICY →](#)

Neurodiversity

Metaverse VR is committed to being inclusive and supportive of neurodiverse colleagues, recognising that people think, learn, and process information differently. Everyone has equal opportunities for promotion, training, and benefits, with tailored workplace adjustments and support available through Line Managers, HR, or Occupational Health.

We provide awareness, training, and adopt an inclusive culture.

[NEURODIVERSITY POLICY →](#)

Pension

You will be automatically enrolled onto our Pension Scheme which is currently run by Nest.
More information is available on our their website and a pack from Nest will be sent to your home address.

Please note that it is the responsibility of each employee to keep their personal details up to date directly with NEST. MVR is not responsible for making or managing any updates to your personal information.

[ABOUT NEST →](#)

Performance Management

Our Performance Management Policy and Procedure is designed to support you and ensure you fulfil your potential and contribution to the organisation.

You will have the opportunity for a formal performance review conversation regularly, you are encouraged to take the initiative and set up monthly 1:1s with you line manager to discuss progress and seek their support or advice where needed.

Further information can be found in our “Performance Management Policy and Procedure” on our Website.

[PERFORMANCE MANAGEMENT POLICY AND PROCEDURE →](#)

Personal Property

You should exercise vigilance and take all reasonably practical steps to safeguard personal property. You should not leave money or other articles of value lying around unsecured.

Metaverse VR does not accept responsibility for personal property lost or damaged that has been brought onto its premises. Vehicles should be kept locked and parking is at your own risk.

Press and PR Activity

It is essential that all enquiries from the press and external media should be passed immediately to the Chief Executive or the Chief Operating Officer.

Privacy

We only collect information which identifies you, including your name, company and business contact data, when you choose to share this with us. We will retain your information for such time as is reasonably required to enable us to fulfil the purpose for which it was collected and associated purposes or as long as the law requires. All data will be retained securely.

You are entitled to see the information held about you and you may ask us to make any necessary changes to ensure it is accurate and kept up to date or object to our use of your personal information. If you wish to exercise any of your rights concerning your data or need to contract us, please contact us at: info@metaverse-vr.co.uk

PRIVACY POLICY →

Probationary Period

All new starters (employees) have a probationary period of 5 months, during this period your performance and conduct will be discussed and assessed on a monthly basis by your line manager who will discuss any specific development needs or goals with you.

If you have any concerns with any aspects of your role, please speak to your line manager at any point during the 6 months, do not wait for the end of the probationary period.

Where there is sufficient evidence that the required standards are not being met and are unlikely to be met, the line manager can discuss early termination with the COO or HR.

Promotion

We want to make sure promotions are fair, transparent, and consistent across Metaverse VR (MVR). Our Promotions Board process helps employees understand how career progression links to the capability framework and ensures MVR are making the right decisions for both individuals and the organisation.

Recruitment

We are keen to nurture and grow internal talent, therefore all vacancies will be advertised internally on our Website so you have the opportunity to express your interest and apply.

Our “Recruitment Policy and Procedure” is available on our Website.

[RECRUITMENT AND SELECTION POLICY AND PROCEDURE →](#)

Redundancy

While we will take all practical steps to avoid redundancies, in some instances redundancies are unavoidable. We commit to work very closely with employees and consult with you in line with legislation, to keep you informed and take your preferences into consideration as far as possible.

Please refer to our “Redundancy Policy” on our Website for more information.

[REDUNDANCY POLICY AND PROCEDURE →](#)

References

We will provide factual references only to any prospective employer. Factual references will confirm your name, job title and the dates of your employment. All reference requests should be sent to hr@metaverse-vr.co.uk

Remote Working

Metaverse VR supports remote and work-from-home arrangements as project commitments allow, with employees expected to maintain productivity, follow core hours, and comply with all data security, IT, and health & safety policies.

[REMOTE WORKING POLICY →](#)

Resignation

You are expected to provide and work at least the period of notice specified within your employment contract. Your resignation should be put in writing to your line manager and HR, giving the appropriate period of notice and your intended last day of employment.

A written resignation cannot normally be retracted. Your final salary will normally be paid to your account at the nearest normal pay date following your leaving date and your P45 will be forwarded to you as soon as possible.

Retirement

We do not have a compulsory retirement age for our employees. If you do decide to retire, in the first instance please discuss this with your line manager and HR to ensure it is the right decision for you. Once finalised, please put your resignation in writing addressed to your line manager, providing at least your contractual period of notice.

Right of Search

Under no circumstances may any equipment, article, or monies belonging to Metaverse VR be removed from our premises, without authorisation from your line manager.

We reserve the right to search you. The right to search covers you, your car, your personal belongings and Metaverse VR vehicles. Only an authorised senior manager will carry out searches. In addition, no search will be conducted without you having the opportunity for a work colleague to attend as a witness.

Unauthorised removal of our property is considered as stealing, therefore constitutes gross misconduct and may lead to summary dismissal (immediate dismissal, without notice).

Salary Arrangements

Your salary is paid monthly direct to your bank account by the 25th of each month (in full for the calendar month). Payslips will be emailed to you through Modulr. If you have any queries please contact your line manager in the first instance.

Secondment

Metaverse VR secondments let employees gain skills or complete projects, with clear terms, support, and a return to their original or equivalent role.

[SECONDMENT POLICY →](#)

Security

Please ensure all windows and any external doors are fastened securely at the end of the working day. The passes for external/internal doors should not be shared with a 3rd party in any circumstances and access codes for internal doors must not be shared nor stored inappropriately. Failure to comply with these requirements will be dealt with under our [“Disciplinary Policy and Procedure”](#).

Sexual Harassment

Metaverse VR has a zero-tolerance approach to sexual harassment and victimisation, ensuring all employees are treated with dignity and respect. This policy applies to colleagues, contractors, third parties, and online interactions connected to work. Employees are encouraged to report harassment or victimisation, either informally or formally. All reports of sexual harassment and victimisation will be handled confidentially and promptly. Disciplinary action, up to and including dismissal, will be taken where appropriate. Training is provided to all line managers, and further confidential support is available via the Employee Assistance Programme.

[SEXUAL HARASSMENT POLICY →](#)

Sickness, Absence and Medical Capability

If you are absent from work due to illness, you must contact your line manager, as soon as possible.

On your return from work you will need to complete a self certification form or if you have been off for more than 7 consecutive days you must provide a “Fit Note” from a healthcare professional, failure to do so may result in no pay.

Further details can be found within the “Sickness, Absence and Medical Capability Policy” on our Website.

[SICKNESS, ABSENCE AND MEDICAL CAPABILITY POLICY AND PROCEDURE →](#)

Smoking

Metaverse VR operates a smoke free policy including “Vaping” on all designated workplace premises.

[SMOKE-FREE POLICY →](#)

Software Procedures

You are not authorised to introduce any software or hardware into any part of the computer network without authorisation from the Chief Technology Officer. Also, please be aware that we reserve the right to monitor telephone calls, Internet, emails and computer usage.

[SECURITY OPERATING PROCEDURES →](#)[VIRTUAL PRIVATE NETWORK POLICY →](#)

Time Off in Lieu (TOIL)

MVR recognises that TOIL may occasionally be required. It provides time off in lieu of additional hours worked for employees who are contractually eligible.

TOIL must be approved by a Line Manager or the SLT and is only for clear operational needs, such as urgent work, project deadlines, or customer support. Travel time is generally excluded unless approved.

[TIME OFF IN LIEU \(TOIL\) GUIDANCE →](#)

Trade Unions

As an employer we are required to inform you of your right to join a Trade Union. MVR is not a unionised organisation, nor do MVR promote any specific Trade Union, however this does not affect your individual right to join a Union of your choosing.

Unauthorised Absence

If you take a leave of absence without the prior approval of your line manager it will be treated as unauthorised absence and may be subject to a disciplinary investigation.

Whistleblowing

It is vital you feel comfortable and able to report any fraud, misconduct or wrongdoing you witness that you believe is in the public interest* (*this means it must adversely affect others, i.e. the general public).

You can raise your concerns at any time about an incident that either happened in the past, is happening now, or you believe will happen in the future. As a “Whistleblower” you are protected by law and will not be treated unfairly or lose your job because of your actions.

Please see our “Whistleblowing Policy” on our Website for more details.

[WHISTLEBLOWING POLICY AND PROCEDURE →](#)