

Manchester Pay and Benefits Agreement

1) Introduction

This is an agreement between UNITE – The Union (the Union) and Fujitsu Services (the Company) covering pay and benefits for the Company's employees in the Manchester bargaining unit defined in the Recognition Agreement between the parties.

New legislation is due to come into effect on 1st October 2011 in relation to temporary and agency workers. The Company and UNITE will jointly review this agreement before that date to determine appropriate actions.

The intention is to consolidate in one place as many as possible of the agreed elements affecting people in the bargaining unit, to provide more clarity for managers, employees and reps. The aim is also to make the process of discussing annual pay reviews more efficient.

Sections 3-17 are ongoing points of agreement. The appendices capture elements specific to the 2011 pay review.

2) Previous Agreements

We have built up a number of agreements over a period of years. The intention in the medium term is that future versions of this agreement could completely replace some or all of these, allowing them to be withdrawn. At this stage, this agreement consolidates and extends, rather than replacing them.

3) Pay Systems (see 2005 pay agreement, Settlement Agreement 2007, 2009 pay agreement, 2010, 2011, 2012)

Employees are managed on a pay system based on the median pay of Fujitsu Services' UK employees in a particular professional community role, with the following exceptions in the bargaining unit:

1. Employees in TSS/1, TSS/2 and TSM/1 roles within Region 1 Service Desks are managed on the "D1-D4" or "Rise+" pay systems.
2. A small number of employees have their pay managed centrally through the "Graduate" pay scheme as part of the graduate training scheme.

If the Company wants to introduce any other pay systems affecting the bargaining unit, the Company will consult with UNITE beforehand.

The Company will get the D1-D4 and/or Rise+ ratings onto the main HR database rather than locally so that employees can view them through Self Service by the end of 2011, unless technically this is impractical.

4) D1-D4 and Rise+ Pay Systems (Settlement agreement 2007, pay guidelines 2008, updated 2009 and 2012)

D1-D4 or Rise+ levels are based on capability (including performance) as set out in the level descriptions. An individual's level is determined through 1:1 reviews with their manager in which their capability is compared against the level descriptions. Work not being available at the level of capability of the employee's capability is not a reason for refusing progression up the levels. Employees will never be moved down their D1-D4 or Rise+ scale unless this is a disciplinary sanction.

The Company will ensure that there are "D1-D4" or "Rise+" pay scales for all Employees managed on the D1-D4 or Rise+ pay systems. The Company will make the capability definitions for these scales and the associated pay bands available to the Union.

Employees will be paid no less than the lower pay comparator for their level, discounting any consolidated disturbance allowance.

The new Rise+ system

- 1) Nobody will be prevented from progressing through the structure because they have not demonstrated a capability for which their job does not require them to do the relevant task. Such factors in the capability matrices will not be scored.
- 2) People will not be moved down the Rise+ levels for pay purposes, even if they had changed jobs. They will still need to be assessed against the new matrices for development purposes.

- 3) To encourage people to cross skill and be flexible, extra credit should be given for having capabilities from more than one Rise+ Appendix. For example, a table could be created to set out how multiple Rise+ levels can be added together to produce a higher combined score.
- 4) It is agreed to consider how employees can be encouraged and assisted to develop skills beyond those on their current Rise+ Appendix, to make it easier to move around and cope with change.
- 5) At the time of moving from a job covered by one Rise+ Appendix to a job covered by another, the individual will be assessed on their old role and have a discussion about what is required on their new one.
- 6) As managers and supervisors move around, individuals have to demonstrate competencies to Fujitsu, not to a particular individual manager or supervisor.
- 7) Managers will not normally be re-assessing the basics for employees who have demonstrated a capability at a previous review.
- 8) Individuals' D1-D4 and/or Rise+ levels will be held on the HR Database and made visible to them via Self Service

Mapping from D1-D4 to Rise+

The appraisals to feed in to the August 2012 pay review will be conducted against the D1-D4 criteria. The D1-D4 levels will then be mapped on to Rise+ levels as follows:

		New Rise+ level				
		Foundation	Foundation+	Intermediate	Intermediate+	Advanced
Role code and old D1-D4 level	TSS/1	Not used	D1	D2	D3	D4
	TSS/2					
	TSM/1					

New employees after transition will be allocated to Rise+ levels based on the Rise+ criteria. Objectives for 2012-13 onwards are based on the Rise+ system.

The pay scales for Rise+ are in Appendix 2. Note that though some of the scales have been increased from their D1-D4 equivalents, this does not mean that employees automatically get a pay rise at the point of transition, before the August 2012 pay review.

5) Median Salaries (Settlement Agreement, 2010, 2011)

Median salaries are to be calculated without including the salaries of those not managed on this pay system (e.g. D1-D4 and Rise+).

The median to be used for an individual's pay review will be the one for their current role code unless they have written agreement to be reviewed against an alternative role and median. For 2011 this must be provided within 18 days of being asked to do so by a joint notice to employees, but no later than 1st August 2011. In future years employees should notify UNITE and the Company in advance of the stage one negotiations if they believe they are covered by this point. Employees can obtain their median salary figure for their Professional Community role through the self-service system on Café Vik. Should an employee request information from HRDirect on a median salary for a role they wish to apply for, it must be the case that the role is currently advertised on the internal opportunities site, the RAR number is quoted and the employee can confirm that their manager has been informed of their interest in the role. HRDirect will then release the salary median to the employee.

6) Pay Comparators (see 2009 pay agreement, 2010, 2011)

The company has a minimum basic salary of £13,500 and as a further safeguard against unjustifiably low pay, any individual who would be earning basic salary of below £14,500 (full time equivalent) after the pay review will be centrally reviewed at a senior HR level to check that the actual salary increase results in a rate appropriate to the individual's contribution and value. These figures will be reviewed annually with UNITE.

The Lower Pay Comparator for those Employees managed on the standard Company pay structure (i.e. that based on medians) is defined as a percentage of the median salary of the Company's UK employees in that role and managed on that pay system. The percentage in 2011 will be 75%. In the following review the company will consider a move to 76% with a corresponding reduction in the upper end of the matrix to 124%.

The Lower Pay Comparator for employees managed on the D1-D4 or Rise+ system is the minimum figure defined for their D1-D4 or Rise+ level within their professional community role.

To avoid introducing new anomalies which have to be corrected at pay review time, the Company will ensure that throughout the year, all Employees in the Bargaining Unit are paid at least the applicable Lower Pay Comparator at that time (between pay reviews, this is the comparator that applied to the role in question at the time of the last pay review). Except by agreement with the Union, the only exception to this would be where a lower salary was agreed as part of the acceptance of an "alternative job" (as opposed to a "suitable alternative job") during redeployment. Any exception will include a plan with specified performance criteria to raise the salary to at least their Lower Pay Comparator within a year, provided those criteria are met.

As part of annual pay negotiations, the Company and UNITE will review changes to pay comparators. Where medians have risen, consideration will be given to ensuring that individuals maintain at least the same position relative to the median.

7) Pay for Non-Standard Hours and Your Choices (2005 pay agreement, 2009 pay agreement, 2011)

Where applicable, pay, comparators, increases etc will be calculated pro-rata in relation to a full-time employee with a 37 hour week, except for employees in these areas where a 40-hour week is the norm:

- TSS/1 in End User Services – Engineering Services, or
- TSS/1, TSS/2 and TSM/1 in Region 1 Service Desks

For the purposes of pay reviews, when referring to an individual's basic pay, this is the individual's "reference" salary i.e. before any choices under "Your Choices" or "Salary Swap".

In 2011 there were a number of employees in areas where 37 hours is standard who have higher contractual hours. The Company does not believe that there is any detriment to these employees, however, the Company will review each one of these employees over the next 6 months, this is expected to result in their contractual hours being reduced to 37 without loss of pay.

8) Appraisals (2009 pay agreement, 2010, 2011)

Employees will be given reasonable notice of appraisal meetings and allowed reasonable work time to prepare. Evidence and documentation for appraisals should be gathered in advance of the meeting. In the meeting, the evidence should be discussed and the appraising manager should decide the PAC rating, if possible by agreement, and inform the employee. For clarity individuals appraisals and PACs should be based only on their own performance.

Some parts of the business include a moderation process with the aim of promoting fairness and consistency, as a result of which amendments could be made to PAC ratings and employees informed of any changes. Prior to completion of the moderation exercise the appraisal would remain "under review" on the online system and would not be finalised and confirmed to the employee until moderation has been completed.

Managers are responsible for ensuring that appraisals are complete according to the timescale in Appendix 4, other than in exceptional circumstances. Employees who wish to challenge their rating must do so within two weeks of their appraisal being set to "Employee Comments" on the online system, which triggers a notification to the employee. Any employee who has no current PAC rating will be treated as an NS.

Where an employee is high in their pay band (e.g. over 120% of the median), and therefore likely to get a smaller pay rise, the manager should discuss with individual what other roles they could move to and what they would need to do to achieve that.

9) Role Code Changes (2004, updated 2009)

Where the Company initiates the movement of an individual or a group onto a different Professional Community role code, the Company will write to each employee affected, informing them of their new code. Any non-standard mappings will be identified and reasons for the decision given. An appeal process will be established to allow for the correction of inappropriate coding. Where the appeal process identifies incorrect mappings, the employee will be moved to the correct role and detail code. Where this has resulted in a lower pay rise for the individual in a pay review, this will be addressed. Any such increases will be backdated to the effective date of the pay review.

10) Role Changes (2009 pay agreement, 2010, 2011)

When an employee changes professional community role, their benefit levels will be reviewed and discussed with them and their line manager. The pay and benefit guidelines will be used to inform this discussion with the intention the Employee's benefits will be in line with these guidelines.

11) Promotions (Settlement agreement 2007, 2009 pay agreement, 2010, 2011)

The term "promotion" is used to mean a change in an individual's Professional Community Role code to one with a higher median salary.

Fujitsu's resourcing processes (the Recruitment Authorisation Request or RAR) require the manager to have secured the budget before a vacancy can be filled. When promoting into a new job, managers can budget for pay rises after the initial rise associated with the promotion itself. In order to avoid pay rises coming from the pay pot, managers should specify planned pay increases for at least the next twelve months on the form at the time of promotion.

Employees who are promoted will, unless there are exceptional circumstances, receive a pay rise at that time. If it is proposed that there will not be a pay rise, an HR Manager will initiate a review prior to the decision being finalised. As part of the review, the proposal will be discussed with the employee and an appropriate plan (with timescales) agreed with them, identifying what is required for the Company to increase their pay.

See the section on Lower Pay Comparator.

Promotional pay rises throughout the year must be clearly distinguished and funded outside of the pay review budget. Likewise, any increases to benefit levels are not funded from the annual pay review budget.

Where employees change to a job/role which is a promotion, an immediate review should take place with a plan agreed with the individual to include reward and development. By August 2009, the Company will implement a mechanism to monitor and ensure that this consistently takes place. The first meeting with UNITE to discuss this will be by the end of May 2009.

The Company will discuss with the Union how to fund promotions within a job on an equal footing with promotions to a new job. The aim will be to agree a solution prior to discussions on the 2008 pay review.

The Company has established specific mandatory requirements (e.g. Assessment Centres) for employees to move into certain roles. Within one year of the 2010 agreement the Company will document in one place what all these requirements are, so that employees can plan their careers more effectively.

Where an individual is temporarily performing a role which would normally attract a higher rate of pay than their own, there will be a review with the individual to determine whether a "responsibility allowance" will be paid. In some cases the individual may be undertaking the role for training and development purposes and not performing at the level that would be expected of someone normally doing it. The review will ensure the principle of equal pay for work of equal value is applied.

12) Other Benefits (2003, 2005 pay agreement, 2010, 2011)

All employees will have a contractual entitlement to at least 25 days annual leave in addition to bank holidays.

Company sick pay will be available to all employees from the first day of their employment and from the first day of sickness.

Amicus have identified 32 employees in the bargaining unit who they believe don't get benefit cars when most of their peers do. The Company will review the 32 cases on a case by case basis with the individuals identified. If the individual believes that they are being unfairly treated this will be reviewed with the individual. Where, in the Company's view there is a possible justification for not giving the individuals a car, this will be reviewed with the individual to try to agree an alternative resolution and reported back to Amicus. The overall review will be completed by the end of May 2005 and where the Company agrees that a benefit car should be provided, the decision will be communicated to the individual and the benefit applicable from June 1st 2005.

The Company and UNITE have agreed measures intended to prevent the introduction of new anomalies in pay and benefits, but it is recognised that some historical differences may remain and both parties are committed to removing these if they are unjustified, giving priority to improving the benefits of those furthest below the norm. The Company and Unite will meet by the end of September 2011 and then as necessary to agree a definition of a benefit anomaly and a plan (including timescales) to identify and address them.

13) Consolidated Disturbance Allowances (2008 pay guidelines, 2010, 2011)

Many Manchester employees had disturbance allowances due to relocation to Central Park. These were consolidated from 1/10/2007 through the Settlement Agreement and now form part of the base level of pay cost upon which the budget for pay rises is calculated, increasing the funds available.

The disturbance allowances were paid when relocation had led to increased travel costs for employees. In consolidating the allowances it was not the intention that these employees should receive lower pay rises in future years because their base pay was now relatively higher than colleagues who had not incurred such costs. It is anticipated that such differences will gradually decline over a number of years.

For service desk / helpdesk employees in the bargaining unit, the part of basic pay arising from the consolidation in 2007 or since will be ignored when comparing an individual's pay against their peers or the pay scales for the 2010 pay review, to avoid penalising those who had disturbance allowances. This measure will be phased out over a number of years as follows:

Year	% of consolidated disturbance allowance to be ignored for pay review purposes
2010	100%
2011	80%
2012	60%
2013	40%
2014	20%
2015	0%

The specific mechanism described above has not been put in place generally because the impact on higher paid employees is relatively smaller and the pay bands are wider. This means that managers reviewing pay for employees outside the service desk / helpdesk area should take into account the same underlying principles.

14) Equal Pay Review (Settlement agreement 2007, ACAS 2010, 2011)

The Company is committed to doing an Equal Pay Review and will work jointly with UNITE in Manchester to agree a timescale.

The Company will continue to work on a more open and transparent pay system, working with Unite to achieve this. In addition, the Company will work with Unite and other employee bodies in developing its approach to pay and benefits.

15) Implementation and Monitoring (2009, 2010, 2011)

The Company will provide UNITE with appropriate information for joint monitoring of pay and benefit outcomes, particularly where these relate to agreements reached.

The Company will nominate before 01 August 2011 a single point of contact should UNITE wish to clarify any points arising from the implementation of the Manchester Pay & Benefits Agreement. The Company will work with UNITE to;

- Ensure a full and timely implementation of the Manchester Pay & Benefits Agreement
- Monitor the implementation of the 2011 pay review

16) Legal Status

In accordance with the Trade Union and Labour Relations (Consolidation) Act 1992, part IV, Chapter I, Paragraph 179, the parties agree that the following aspects of this agreement are intended to be legally enforceable parts of the contract between the Company and its Employees:

- a. Section 3
- b. Section 4
- c. Section 5
- d. Section 6
- e. Section 7
- f. Section 8
- g. Section 9
- h. Section 10
- i. The aspects of section 11 which explain the term "promotion" and which mandate an immediate review on promotion and aspects relating to responsibility allowances
- j. Section 12
- k. The aspect of section 13 relating to service desk / helpdesk employees
- l. Section 14
- m. Section 15
- n. The Appendices relating to the 2011 pay review.

It is not the parties' intent for any other parts of this agreement to be legally enforceable, but it is our intention to honour it in full.

Where an employee leaves the bargaining unit, this agreement will no longer apply to them. The Company will inform the employee in writing of any change to their terms and conditions prior to transfer.

Any employee who believes their pay review has not been implemented in accordance with this agreement must put a query in writing to hrdirect@uk.fujitsu.com within two months of being notified in writing of the outcome of their pay review. Any employee who does not do so has no contractual right to a higher rate of pay as a result of incorrect implementation of Appendix 1 for the 1st August 2011 pay review unless they did not have access to Company email to receive the relevant communications and raised it promptly once they became aware of the issue. Anonymised complaints will be discussed between Unite and the Company with the aim of agreeing a solution. Employees who want UNITE to see their full complaint should copy it to unitetheunion@uk.fujitsu.com.

17) Review and Termination

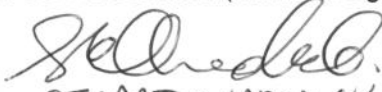

The agreement is intended to be reviewed and updated on at least an annual basis, partly to allow for the annual pay review effective from 1st August each year. This will be undertaken using the agreed procedure for dealing with collective issues.

Either party may give six months notice to terminate this agreement. Such notice to be given in writing and delivered to the other party's registered office. In the event that this agreement or the Recognition Agreement is terminated, individual terms and conditions remain unchanged unless subject to appropriate consultation with relevant parties.

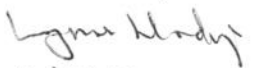
18) Signatories

On behalf of

Fujitsu Services Limited (names & signatures)

Date:  15/6/2012 

Unite – The Union (names & signatures)


Date: 14/6/12

IAN ALLISON
10m Allam
14/6/12

CATHERINE KELLY
13/6/12


RICHARD BARRY
13/6/12

The effective date of this version of the agreement is the date on which it has been signed on behalf of both parties

APPENDIX 1: Points for August 2011 Pay Review

There will be a pay review and budget of 2.5% for 1st August 2011. If additional funds become available during the year, employees in the bargaining unit will have access to these on the same basis as those outside of the bargaining unit.

If Managers have difficulty meeting the commitments outlined below, due to the pay and performance profile of the individuals they manage in the bargaining unit, they should raise this up their management chain for assistance.

The 2011 pay review applies to all employees within the UNITE Manchester bargaining unit, except for those employees on the Graduate Scheme and Apprentices whose pay review is managed centrally.

A priority will be rewarding high levels of performance, balanced against a review of an individual's salary relative to the internal comparators for their role. We also need to ensure some discretionary pay budget is available to Managers to recognise additional factors such as the size of an individual's role and scarcity of their skill-set. The guidelines for the "standard" pay review also include key principles to which we will adhere.

Where relevant, employees will receive an increase to bring their basic pay to the applicable lower comparator. This will be funded outside of the pay budget and the pay review will be calculated on the basis of this increased rate of pay. For clarity, for those managed on the D1-D4 framework, this relates to their D1-D4 level prior to the review and not progression up the D1-D4 structure this year which is dealt with separately below.

All employees will then receive a 1% or £225 increase in basic pay, whichever is the larger (but see section 7 above on part time employees). This "cost of living" increase is calculated based on the individual's pay after any increase to bring them up to their lower comparator.

For employees managed under the D1-D4 framework, the following will also apply:

- An increase (where applicable) to bring the basic pay up to the relevant lower comparator for their latest D1-D4 level.
- An increase (where applicable) to basic pay as set out in the matrix in Appendix 2, based on performance (PAC) and position in the pay band. This will deliver an overall spend of 1.0%
- Any remaining pay budget will then be allocated at managers discretion

For employees managed using the medians, both the following will also apply:

- An increase (where applicable) to basic pay of at least that set out in the matrix in Appendix 3, based on performance (PAC) and current pay. This will deliver an overall spend of 1.0%

NOTE: There are a number of employees not on the D1-D4 system for whom no median pay figure is available. For these individuals, the company will review those role codes and provide comparator information to the individual and to UNITE for the purpose of the calculation.

- An increase (where applicable) to basic pay allocated at managers' discretion (see below) and to a budget of 0.5%.

When allocating any discretionary increases, Managers should consider:

- awarding a discretionary increase to employees who had a disturbance allowance consolidated into basic pay in October 2007 or since, as this part of their pay was compensation for additional costs incurred by the employee. This is to ensure that pay increases are still equitable after the matrix has been applied.
- the pay principles outlined above
- employees whose pay falls near the boundary of the bands defined in the matrices (to avoid anomalies)

In principle this discretionary element of the pay review should all be allocated to increases in basic pay rather than non-consolidated bonuses. The only possible exceptions are specified in the notes to the matrices.

The Company will work with Unite to ensure that the 2011 pay deal has been implemented fully and fairly. The Company will provide information to allow Unite to monitor this by 10th August 2011. The Company is committed to spending the entire budget on pay rises effective from 1st August 2011. If, due to any miscalculation, the company has spent less than agreed on any of the elements of the pay review (cost of living, matrices, discretion), the Company will discuss this with Unite and agree how to spend the remaining money on employees. The company commits to getting agreement with UNITE and resolution of any shortfall by 23 September 2011.

APPENDIX 2: D1-D4 MATRIX AND PAY SCALES 2011

D1-D4 (TSS1 & 2)

£'s above appropriate D1-D4 min	TSS1 & TSS2					
	PAC Rating					
	U	P	NS	A	E	O
>=£0	£0.00	£0.00	£0.00	£0.00	£150.00	£200.00
>=£200	£0.00	£0.00	£0.00	£0.00	£100.00	£150.00
>=£400	£0.00	£0.00	£0.00	£0.00	£50.00	£100.00
>=£600	£0.00	£0.00	£0.00	£0.00	£0.00	£50.00
>=£800	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

D1-D4 (TSM)

£'s above appropriate D1-D4 min	TSM					
	PAC Rating					
	U	P	NS	A	E	O
>=£0	£0.00	£0.00	£0.00	£0.00	£250.00	£350.00
>=£200	£0.00	£0.00	£0.00	£0.00	£150.00	£250.00
>=£400	£0.00	£0.00	£0.00	£0.00	£100.00	£150.00
>=£600	£0.00	£0.00	£0.00	£0.00	£0.00	£100.00
>=£800	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Notes:

- A PAC of NS typically occurs where an appraisal could not be carried out or is not appropriate (e.g. maternity leave). The intention is to make little change to their relative position to the relevant comparators. Managers should consider allocation of discretionary increases to achieve this. Where an employee has a PAC of NS as a result of their representative role, see also section 6 of the Recognition Agreement.

Scales for people on D1-D4:

TSS1			
£14,500 - £16,500			
D1 (min)	D2 (min)	D3 (min)	D4 (min)
14,500	15,000	15,500	16,000

TSS2			
£16,500 - £18,500			
D1 (min)	D2 (min)	D3 (min)	D4 (min)
16,500	17,000	17,500	18,000

TSM1 (Team Manager)			
£21,000 - £29,000			
D1 (min)	D2 (min)	D3 (min)	D4 (min)
21,000	23,000	25,000	27,000

For clarity, whilst there is a guideline pay range, there are no defined “maximums” in the D1-D4 pay structure.

Scales for the Rise+ pay system:

The base pay levels for the Rise+ pay system are:

	Foundation	Foundation+	Intermediate	Intermediate+	Advanced
TSS 1	£14,500	£14,500	£15,000	£15,500	£16,000
TSS 2	£16,500	£16,750	£17,500	£18,250	£19,000
TSM 1	£21,000	£22,000	£24,000	£26,000	£28,000

APPENDIX 3: MATRIX FOR EMPLOYEES MANAGED ON THE MEDIANS PAY SYSTEM

PA C	>=75 %	>=80 %	>=85 %	>=90 %	>=95 %	>=100 %	>=105 %	>=110 %	>=115 %	>=120 %	>=125 %
O	5.38%	4.09%	3.11%	2.36%	1.79%	1.36%	1.03%	0.78%	0.59%	0.45%	0.00%
E	3.11%	2.36%	1.79%	1.36%	1.03%	0.78%	0.59%	0.45%	0.00%	0.00%	0.00%
NS	0.69%	0.63%	0.58%	0.53%	0.49%	0.45%	0.00%	0.00%	0.00%	0.00%	0.00%
A	1.79%	1.36%	1.03%	0.78%	0.59%	0.45%	0.00%	0.00%	0.00%	0.00%	0.00%
P	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
U	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Notes:

Remember that the percentage of median is calculated after any increase to bring someone up to the lower comparator.

To calculate the increase for an individual, the percentages within the table are to be applied to the median salary for the role, not the individual's pay.

A PAC of NS typically occurs where an appraisal could not be carried out or is not appropriate (e.g. maternity leave). The intention is to make little change to their relative position to the relevant comparators. Managers should consider allocation of discretionary increases to achieve this. Where an employee has a PAC of NS as a result of their representative role, see also section 6 of the Recognition Agreement.

In cases of Outstanding performance where an individual is already paid over 125% of the median, a manager can consider use of a non-consolidated bonus in lieu of some or all of the discretionary part of the pay rise.

APPENDIX 4: NEGOTIATION TIMESCALE AND DISCLOSURE OF INFORMATION

It is in the interests of the Company and its Employees that collective bargaining is conducted efficiently and on the basis of timely and reliable shared information.

Timescale

It is recognised that discussions around actual salary increases have a dependency on top level Company decisions. However, it is agreed that more general discussions can start before this point, these will include:

Activity	Time window
The Company providing the latest pay and benefit guidelines/comparators (if updated)	By end of January
Identify and attempt to agree deviations from information detailed in appendix 4.	By 16 th March
The Company providing information as detailed in Appendix 4 (snapshot as of 1 st April) (incorporating any agreed deviations from the standard list)	By 10 th April
Joint team produce cost-model ready for negotiations	By end of April
Unite Submit and present to the Company negotiating team their annual pay claim	By end of April
Line Managers completing Appraisals (including Company checking of employees who don't have a PAC)	January – March where possible By end of April in all cases
Company provides remainder of appraisal PAC information	By 7 th May
Negotiate non-budget related matters	By end May

Once the Company decisions referred to above have been made, the pay negotiations can further progress. Steps will be taken earlier where practicable.

Activity	Time window
Stage 1 negotiations	Offer voted on by 14 th June
If required stage 2 negotiations	Offer voted on by 30 th June
If required stage 3 negotiations	Offer voted on by 14 th July
Guidelines issued to line managers (following discussions between Unite & the Company)	By 22 nd July
Pay planning complete	By end July
Pay review effective	1 st August
Company provides UNITE with information, snapshot at 1 st August	By 10 th August
Notification of pay review to individuals by managers	Before August pay date

At the start of the process, UNITE and the company will jointly review the timetable and agree any variations that are required.

Appraisal Timescales

Managers are encouraged to complete and upload the results from appraisals for employees in the bargaining unit within the standard January to March window. In areas where this is not possible, they must be completed and uploaded by the end of April.

This means that only partial PAC information will be available when the company provides the data snapshot at 1st April, so the timetable includes provision by the company of the remainder before stage 1 negotiations begin.

Disclosure of Information

The Company is committed to meeting or exceeding the standard set out in the ACAS Code of Practice on Disclosure of Information to Trade Unions.

To streamline the process, a standard and consistent set of information will be disclosed in advance of annual negotiations, for monitoring of outcomes and for other collective bargaining that may take place during the year. The information will be disclosed in the same format each time wherever possible. Both

Fujitsu and Unite will endeavour to provide data in an understandable format. Insofar as either side requires further clarification or explanation the other side will assist without delay. The standard information to be provided will comprise:

Generic information:

1. managers' guidelines (in draft if final ones are not yet available) for the "standard" pay review applying to people outside the bargaining unit
2. the size of the Corporate planned pay pot and budget (with an explanation of any difference between the two)
3. any financial considerations that the company wishes to take into account
4. any roles where the company wants to focus spending, for example to address recruitment or retention difficulties
5. any points relating to particular units (e.g. requirements to stage spending during the year), professional communities or roles
6. any external benchmarking information the company uses for pay or benefits
7. list of roles which would be in scope of Recognition if undertaken by a Fujitsu employee which are currently being filled by contractors, temps or agency staff, including for each the job/skills
8. figures for attrition over appropriate time periods, broken down by role code, for the UK as a whole and for the scope of the Recognition Agreement. This should include an explanation of which types of leavers are included in the figures.
9. figures for vacancies over appropriate time periods, broken down by role code, for the UK as a whole and for the scope of the Recognition Agreement.

Comparator information in relation to each role for which there is someone in the bargaining unit:

10. Professional Community
11. Role
12. Professional Community Role Benchmark Level/Detail Code
13. Lower comparator for D1-D4 or Rise+ where applicable
14. Median salary for UK employees on the role code. Median salaries are to be calculated without including the salaries of those not managed on this pay system (e.g. D1-D4 and Rise+)
15. Guideline benefit levels including car, medical, bonus, notice periods, overtime

Comparator information is produced periodically by the company. The Company will promptly provide UNITE with the new information when it is updated in January and August and the Company will inform UNITE promptly if it proposes to change this schedule. Unless agreed otherwise, pay reviews will be based on the latest comparator information at the effective date of the pay review.

Anonymous information in respect of each individual in the bargaining unit:

16. A unique identifier for the individual which is the same in each set of disclosed information
17. Pay Bargaining Marker (eg UNITE07)
18. Contractual base location (Building Code)
19. Contractual date of joining (Contractual Join Date)
20. Date Joined Company
21. TUPE marker
22. Date Harmonised
23. Current salary (Salary)
24. Current salary effective date (Salary Eff Date)
25. Reason for salary increase (Change Reason Description)
26. Previous salary (Prev Sal)
27. Previous salary effective date (Prev Effect Date)
28. Performance Appraisal Category (PAC)
29. PAC date
30. Previous PAC
31. Previous PAC date
32. Which pay system are they managed on?
33. If applicable, their current D1-D4 level and date
34. If applicable, their current Rise+ level and date
35. If applicable, their previous D1-D4 level and date
36. If applicable, their previous Rise+ level and date
37. Current Professional Community (Prof Community Code)
38. Current Role (Professional Community Role Code)
39. Current Professional Community Role Level/Detail Code (Benchmark)
40. Previous Professional Community

41. Previous Role (Prev Community Role Code)
42. Previous Professional Community Role Level/Detail Code (Previous Benchmark)
43. Date of last role code change
44. Amount of last promotional pay increase
45. Effective date of last promotional pay increase
46. Contractual working hours on the day before the snapshot relates to
47. Contractual working hours on the day the snapshot relates to
48. Organisation Unit "Group"
49. Organisation Unit "Division"
50. Organisation Unit "Div-1 Desc"
51. Organisation Unit "Div-2 Desc"
52. Organisation Unit "Dept Desc"
53. Pay Plan Manager Name
54. Consolidated disturbance allowance amount
55. Date disturbance allowance was consolidated
56. Current car category entitlement (i.e. what the individual currently has before trading up or down)
57. Medical Entitlement
58. Current bonus scheme, including incentive schemes (Bonus Eligibility Description)
59. Current on-target bonus level (including incentive schemes)
60. Current fuel card benefit
61. Pension Entitlement
62. Pension Scheme
63. Gender
64. Ethnic Origin
65. Year of Birth
66. Nationality
67. Disability
68. Leave Entitlement
69. Severance Scheme Description
70. Employer Notice
71. Employee Notice
72. OOH overtime code
73. OOH standby code
74. OOH shift allowance code

In all reports, the company will specify the date to which each aspect of the information relates. The "previous" value means the value immediately prior to the most recent change in value.

For the avoidance of doubt, the levels to be provided are *prior* to any alterations an individual may have made to their package via a Choices scheme.

Fujitsu and Unite will discuss, with the assistance of ACAS, ways in which Fujitsu can provide Unite with information to monitor the implementation of agreements relating to the Excluded Group, any who have asked Fujitsu not to disclose their personal information to Unite, and any who are still within the time limit for objecting to the disclosure of their personal information to Unite.

Fujitsu will provide on a monthly basis the total numbers, broken down by contractual base location, of employees who are in the bargaining unit and have asked Fujitsu for exclusion and either:

- a) Have asked Fujitsu not to disclose their personal information to Unite, or
- b) Are still within the time limit for objecting to the disclosure of their personal information to Unite.

Should UNITE believe that additional information is required for a particular relevant purpose, it will make a specific request for this, explaining what is required and why, and the company will respond within two weeks to such a request. Some examples of information that may be requested are shown below.

1. Total bonus/incentive payments received in last 12 months
2. Overtime paid in last 12 months
3. Standby paid in last 12 months
4. Shift paid in last 12 months
5. Hours recorded on SST or equivalent time booking system in the previous 12 months

Where applicable, the parties may decide to conduct negotiations on other topics or at additional times, which may also require different information.

