

## COMPANY POLICIES

The following is some of the company policies with a brief explanation that were developed within the Human Resource Unit in association with the Executive Director, Heads of Divisions and Units and the representative Union.

- **Vacation Loan** – To assist employees in making financial arrangements for their vacation.
- **Uniforms** – The Bureau recognizes that as a Statutory Body responsible for the development and implementation of national standards, its employees should present themselves to the public in a manner that is consistent with the Bureau's image.
- **Overtime** – The Bureau seeks to keep overtime to a minimum however employees are given some form of compensation for their contribution outside their scheduled working hours.
- **Sexual Harassment** – The Trinidad and Tobago Bureau of Standards recognizes and accepts its responsibility to provide for all its employees a working environment that is conducive to sustained effort and high levels of productivity and that such environment must be free from behaviour which is offensive, degrading or threatening.
- **Vacation Leave** – In recognition for the need for periodic leave of absence from the demands of work by employee for the benefit of maintaining and improving their emotional, mental or physical well being, the bureau offers each employee paid vacation as provided by this policy.
- **Safety Footwear** – The Bureau Standards recognizes that performance and location of specific jobs can hold significant risk of injury to employees' feet. Emanating from this, the Bureau will contribute to the provision of appropriate safety footwear for employees so affected in accordance with general guidelines approved by the Executive Director.