

COMMUNICATIONS

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10.1 Communication, Consultation and Information

Good communication and consultation is essential to mutual confidence and understanding. The company uses formal communication forums such as monthly communications meetings and bi-annual presentations of the company's financial results, face-to-face discussions, Probity (Renishaw's House Journal), and the company's Appraisal programme. If you have any queries or problems you are encouraged to consult with your Manager, or you may wish to visit the Personnel Department for general guidance or for advice on matters of a confidential nature.

These are the company's currently agreed methods for communicating, consulting and informing you about the company's needs and progress. The company is also interested in your opinions and concerns and these can be expressed at all meetings and briefings, in addition to your annual appraisal.

10.2 Security of Information

You should not, without written consent from the company, disclose information, or knowingly permit to be published, any information directly relating to the business of the Group. This is irrespective of whether or not this information is made available to you on a confidential basis or has otherwise come into your possession. This includes personal information such as names, addresses, job titles and telephone numbers. A breach of the above may, after investigation, lead to disciplinary action in accordance with the company's disciplinary procedure.

Any dealing with the press or other media must always be handled in conjunction with the Group Public Relations Officer.

10.3 Communication Meetings

Each month a cross-section of employees will be invited to a presentation from members of the plc Board followed by lunch. The purpose of the presentation and lunch is for the mutual exchange of information about company-wide matters.

In addition, presentations are held soon after announcement of the company's half and full year results, and all employees are required to attend these communication/consultation sessions, which outlines the company's performance and deal with any appropriate questions.

Note: Personal issues should be dealt with directly between the employee and their Manager or the Personnel Department but will not be discussed at either of the above forums.

10.4 Renishaw's House Journal ('Probity')

Probity is published periodically, currently quarterly. In addition to technical and commercial information it provides a medium for announcements and non-work related subjects e.g. Sports and Social Club activities, personal achievements, company competitions, etc. It is entertaining and informative and your contribution will be appreciated. Please forward any submissions to the Group Public Relations Officer.

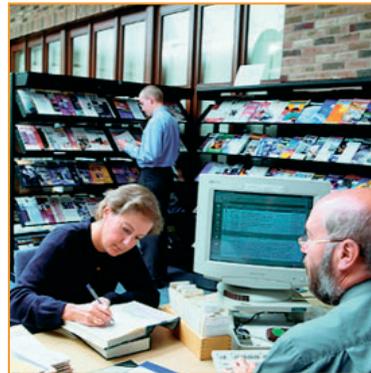
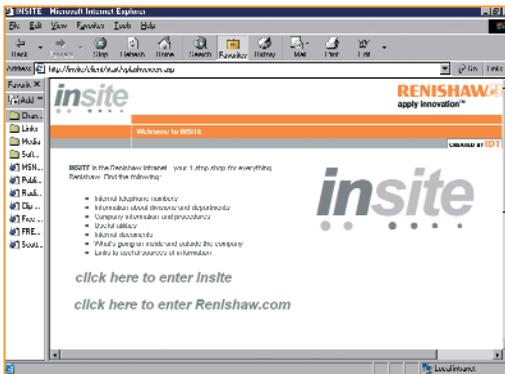


10.5 Intranet (Insite), Internet and Email

The company has generated its own intranet called Insite. This contains a variety of information from internal telephone numbers through to information on Renishaw's share price. It is available to all employees. Those employees who do not have direct access to a computer can access Insite at dedicated workstations at various locations (e.g. Restaurant, New Mills site).

The majority of desktop PCs have direct access to the internet. For guidance on the correct use of the internet please refer to section on 'Use of the Internet, Intranet, Email and Video Conferencing'.

Email is widely used as a communication tool within Renishaw. In addition to using this system for daily business use, important information and company notices will also be communicated periodically using this system. For those employees without direct access to the email system, important information and company notices will be communicated via Departmental Managers and the company notice boards.



10.6 Notice Boards

Throughout the company, notice boards have been provided and form an important part of our communication system. The information on them should be clear and up-to-date. The notice boards have been divided as follows:

- Company announcements, career opportunities and Health and Safety issues.

- Sports and Social Club information.
- Car Sharing Scheme Board in main restaurant building at the New Mills site. The results of company surveys etc will be prominently displayed at all relevant sites.

You are expected to refer to notice boards regularly. Suitable individual notices e.g. charitable events and items for sale, should only be placed on company notice boards following approval from the Personnel Department.

10.7 Reference Requests

Any reference requests relating to employees, in the name of the company, must be provided by or through the Personnel Department. A copy of any personal references provided by the Manager should also be forwarded to the Personnel Department for inclusion in the individual's personal file.

10.8 Company Technical Library

This is primarily a source of technical information that forms a reference for engineers, e.g. standards, procedures, health and safety information etc and is currently situated within the Technology Centre at the New Mills site. Employees are advised to check the availability of publications with the Technical Librarian first before subscribing individually.

10.9 Suggestion Scheme

Renishaw actively encourages employees to come forward with suggestions or ideas that may improve the working environment or be of use to the business.

The scheme is co-ordinated by a committee and suggestions should be submitted via the company's intranet (Insite). Every suggestion is acknowledged and the individual/s who initiated the suggestion will be given regular updates on progress and actions, via Insite.

10.10 Internal Mail

The company operates an internal mailing system through which all mail (internal and external) is processed. Departments have allocated collection points in the reception areas and the majority of internal mail is processed at Reception, New Mills site.

Business post is collected at the reception areas. Please be aware that personal post will not be processed unless a stamp is affixed. Post is usually collected by Royal Mail at the end of the day.

10.11 Use of Commercial Software

The Group's Business Systems Department is responsible for all commercial software in use within Renishaw. Employees may not load or use external, non-Renishaw software or hardware without prior authorisation of the Group Business Systems Manager and all proposals to purchase or obtain any software package for business use must also be approved. The reasons for this are to reduce the variety of packages used in the Group, to prevent the introduction of 'viruses' into the company's computer network and to ensure that illegal copies of software are not used.

The Group Business Systems Department also has the authority and the responsibility to audit the software and/or hardware being used on any company computer. Disciplinary action may be taken against any employee who uses pirate, illegal or unauthorised software.

PCs are available at various points at Renishaw's UK sites that are dedicated to virus checking files supplied on floppy disc and CD-ROMs. These are known colloquially as "sheep dips". Incoming emails are also automatically checked for viruses on entry to the main server, prior to distribution on Microsoft Outlook. Any employee using a Renishaw computer away from the network has a duty of care to ensure the device remains virus free at all times.

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If any employee is aware of any unlicensed software, or has doubts about any software legality issue, they are advised to contact the Group Business Systems Manager. The Renishaw Group has many software licence agreements in place and they can be checked to ensure that all software is being used legally. All employees of the Renishaw Group have a duty to ensure compliance with this policy.

10.12 Use of the Internet, Intranet, Email and Video Conferencing

Renishaw's information and communication network includes email, internet, intranet and video conferencing facilities. These facilities should only be used for the sole purpose of Renishaw's business in an ethical and professional manner and employees are asked to sign a declaration regarding use of these systems on joining the company. It is also expected that in all cases the language and words communicated by Renishaw's employees, internally and externally, reflect the highest ethical and professional standards.

The correct use of I.T. facilities is important to Renishaw's business development and employees are reminded that the access of, or browsing by employees of such internet sites associated with pornography, violence or racism etc is totally unacceptable.

PLEASE BE AWARE THAT INTERNET USAGE IS MONITORED CENTRALLY AND EMPLOYEES FOUND TO BE MISUSING THE SYSTEM MAY BE SUBJECT TO DISCIPLINARY ACTION AND RESTRICTION OR WITHDRAWAL OF ACCESS.

If on occasions employees need to use the internet, access is allowed for personal use during your lunch break. However, this usage should be kept to a minimum and large files for personal use should not be downloaded without prior permission. Please be aware that use of the internet for personal use is not an automatic right and as such access could be withdrawn at any time at the company's discretion.

Employees are also advised that by law communications may be monitored without consent for certain legitimate purposes. For example:

- To determine whether communications are relevant to the business;
- To protect against viruses;
- To detect crime and unauthorised use of the telecoms system;
- For quality control purposes.

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10.13 Password Allocation

The Group's Business Systems Department is responsible for allocating passwords to both new and existing employees. These passwords should not be communicated to anyone else for obvious reasons and should be changed regularly.

10.14 Helpdesk

The Business Systems Department has a “Helpdesk” facility whereby any employee can call into the department on a designated number to log a fault or problem that he/she may have with his or her PC or associated equipment. The Helpdesk Operator will log the call and allocate a call reference number. This will then be allocated within the Business Systems Department which will prioritise faults raised and deal with them accordingly.



Requests for ordering more software, modifying or creating new reports, moving computer equipment etc should also be sent into the Business Systems Department on a Customer Request Form (also known as a “CRF”) which will be logged and allocated in a similar way. Forms are available from either the Personnel Department, Business Systems Department or can be downloaded from the Public Folders in Microsoft Outlook or from the company’s intranet (Insite).